ebrary

eBooks evolved℠

Patron User Guide

ebrary®

Welcome *to ebrary*

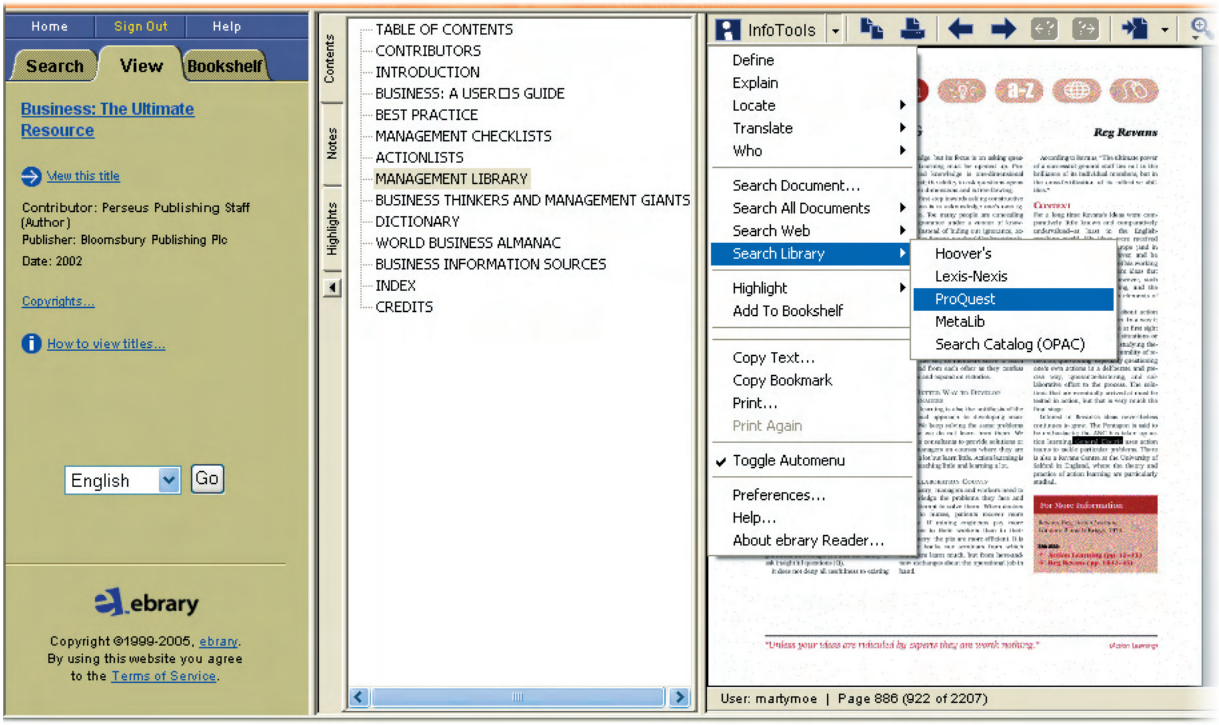
ebrary provides thousands of eBooks from the world's leading publishers as well as sophisticated technology to assist with the research process.

One of our most exciting features is ebrary InfoTools™ software, which allows you to seamlessly link to additional information in your library and on the web simply by highlighting any word or phrase of interest.

We also offer numerous ways to search and navigate throughout a document or the entire ebrary collection. And, our Personal Bookshelf feature automatically saves your highlights and notes as you conduct research.

This user guide aims to provide an overview of ebrary's key capabilities. For additional instruction or for troubleshooting, please see ebrary's help desk.

We also welcome your feedback and suggestions by emailing feedback@ebrary.com.



An overview of the ebrary interface and toolbar is provided on page 4.

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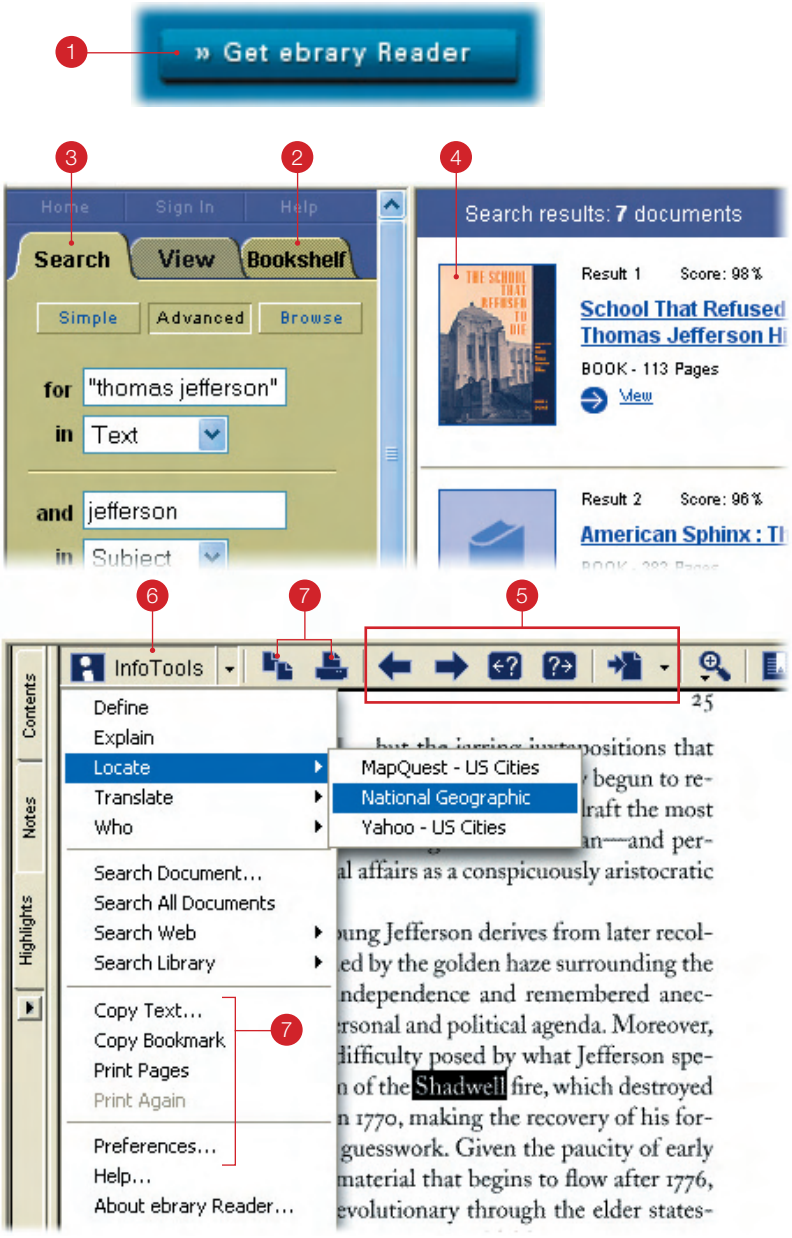
1 Getting Started

SEVEN EASY STEPS FOR GETTING STARTED

Below are seven simple steps to help you get started with ebrary. Details about how to use ebrary's features are provided in this guide.

For additional information or for trouble-shooting, please see ebrary's Help Desk.

1. Install the ebrary Reader if it's not already installed on your machine.
2. Create a Personal Bookshelf to automatically save highlights, notes, and bookmarks.
3. Conduct a simple or advanced search by key word, full-text, publisher or author. Use Boolean or proximity.
4. Click on a book jacket to open it. To return to your search results click on the Search Tab.
5. Navigate to each occurrence of your search term, flip through pages, go to specific page numbers.
6. Use InfoTools to link to more information in the library or on the web. Activate InfoTools by selecting words of interest with your mouse, then use the InfoTools pull down menu.
7. Copy and print with automatic citations that include a URL hyperlink back to the source. *Patrons are advised to respect Fair Use and Copyright laws when copying or printing text.*



EBRARY READER INSTALLATION

You must use the ebrary Reader to access content in ebrary. The ebrary Reader gives ebrary all of its unique functionality including InfoTools. Additionally, the ebrary Reader delivers eBooks page-by-page online, so there is no need for cumbersome document downloads.

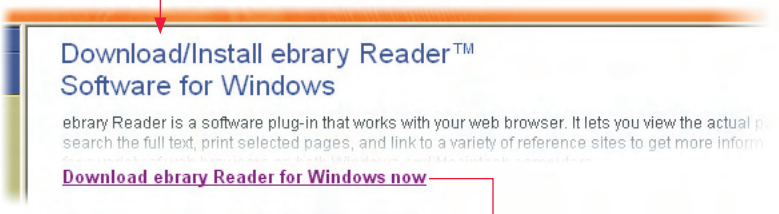
The ebrary Reader takes just seconds to install. To download the ebrary Reader, click on the "Get ebrary Reader" button. You will not need to restart your computer, but may need to refresh your browser. Please note the ebrary Reader may already be installed on your computer.

Technical notes:

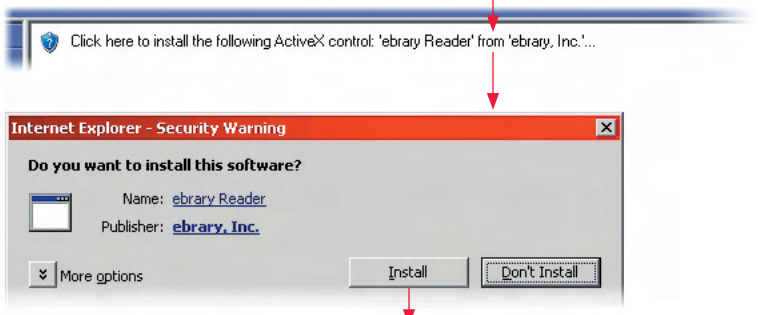
- Within your pop-up blocking software, please allow pop-up blockers at the site: ebrary.com. Additionally, please ensure cookies are not being blocked by your browser or other security software.
- You must have administration rights to your computer to install the ebrary Reader.
- These images illustrate an installation on Windows IE. The installation process for other browsers may be slightly different.

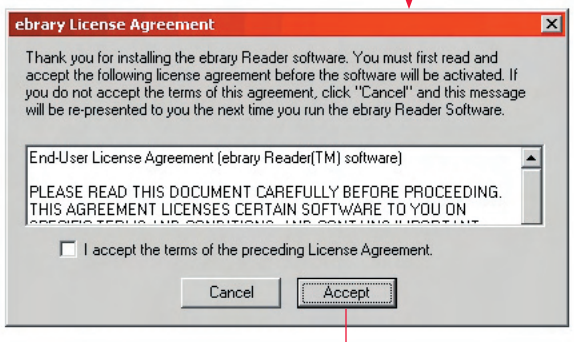
1. click on "Get ebrary Reader" button

2. click on "Download ebrary Reader now"

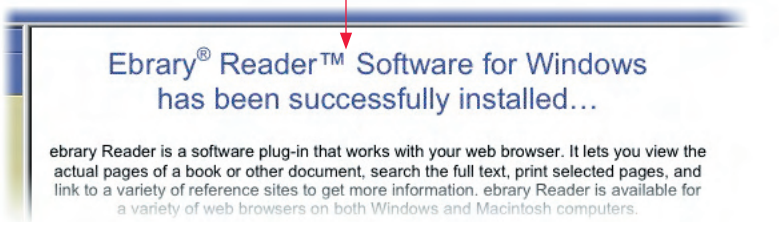

Download/Install ebrary Reader™ Software for Windows
ebrary Reader is a software plug-in that works with your web browser. It lets you view the actual
search the full text, print selected pages, and link to a variety of reference sites to get more inform
Download ebrary Reader for Windows now

3. follow platform-specific installation instructions and accept the terms & conditions of usage


Click here to install the following ActiveX control: 'ebrary Reader' from 'ebrary, Inc.'...
Internet Explorer - Security Warning
Do you want to install this software?
Name: ebrary Reader
Publisher: ebrary, Inc.
More options
Install
Don't Install


ebrary License Agreement
Thank you for installing the ebrary Reader software. You must first read and accept the following license agreement before the software will be activated. If you do not accept the terms of this agreement, click "Cancel" and this message will be re-presented to you the next time you run the ebrary Reader Software.
End-User License Agreement (ebrary Reader(TM) software)
PLEASE READ THIS DOCUMENT CAREFULLY BEFORE PROCEEDING.
THIS AGREEMENT LICENSES CERTAIN SOFTWARE TO YOU ON
I accept the terms of the preceding License Agreement.
Cancel
Accept

4. the ebrary Reader takes seconds to install


Ebrary® Reader™ Software for Windows has been successfully installed...
ebrary Reader is a software plug-in that works with your web browser. It lets you view the actual pages of a book or other document, search the full text, print selected pages, and link to a variety of reference sites to get more information. ebrary Reader is available for a variety of web browsers on both Windows and Macintosh computers.

System Requirements

Windows

- Microsoft Windows XP (Home or Professional), 2000 Professional, ME, or 98, NT 4.0 Workstation.
- Minimum 64 MB of RAM; 128 MB or more is recommended.
- Any one of these browsers:
  - Netscape Communicator 4.77 or 7.x
  - Microsoft Internet Explorer 5.x or newer
  - Firefox 1.0 or newer (with the latest ebrary Reader)
  - Mozilla 1.7 or newer (with the latest ebrary Reader)
- Minimum 5 MB hard drive space available.
- Access the Internet (via dial-up or broadband connection).
- Netscape 6, Opera, and other browsers are not supported.

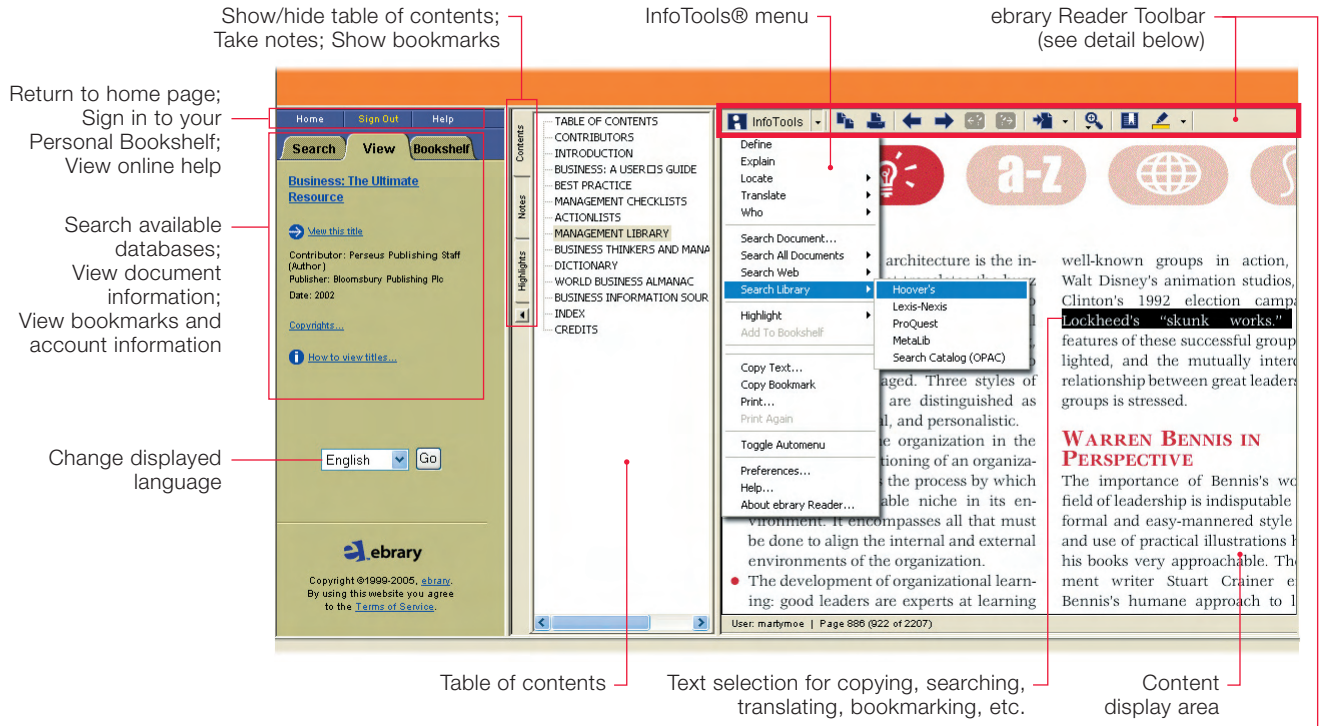
Macintosh

- Mac OS X, or Mac OS 9.1 or newer
- Minimum 64 MB of RAM; 128MB or more is recommended.
- Any one of these browsers:
  - Safari 1.1 or newer
  - Microsoft Internet Explorer 5.2.3
  - Netscape Communicator 4.77, 7.1, or newer, (not Netscape 6.x)
  - Firefox 1.0 or newer (with the latest ebrary Reader)
- Minimum 5 MB hard drive space available.
- Access the Internet (via dial-up or broadband connection).
- Netscape 6, Opera, Mozilla and other browsers are not supported.

Linux/Unix

- The Linux/Unix platforms are not supported at this time, but we hope to support them in the future.

THE EBRARY INTERFACE AND TOOLBAR



ebrary Reader toolbar:

a. InfoTools menu

b. Copy text with automatic bibliographic citation

c. Print with automatic bibliographic citation

d. Go to previous/next page

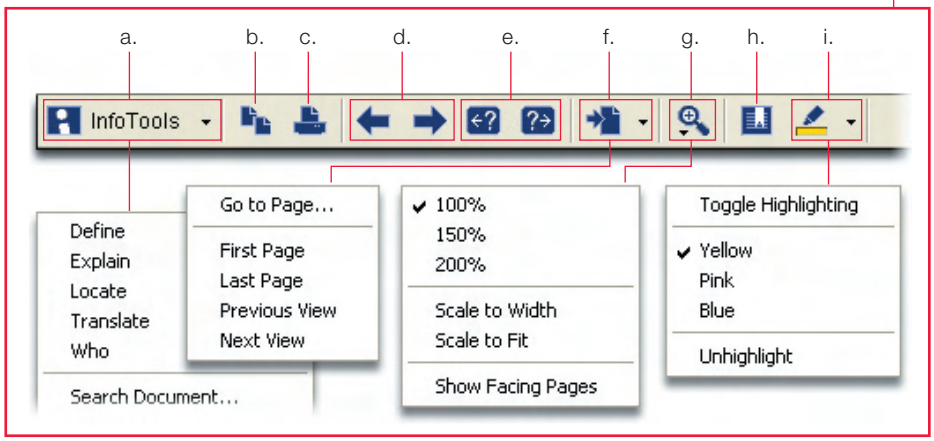
e. Go to previous/next page containing search results

f. Go to page number or viewed pages

g. Zoom, scale or show facing pages

h. Add/edit bookmarks

i. Set highlighting and colors



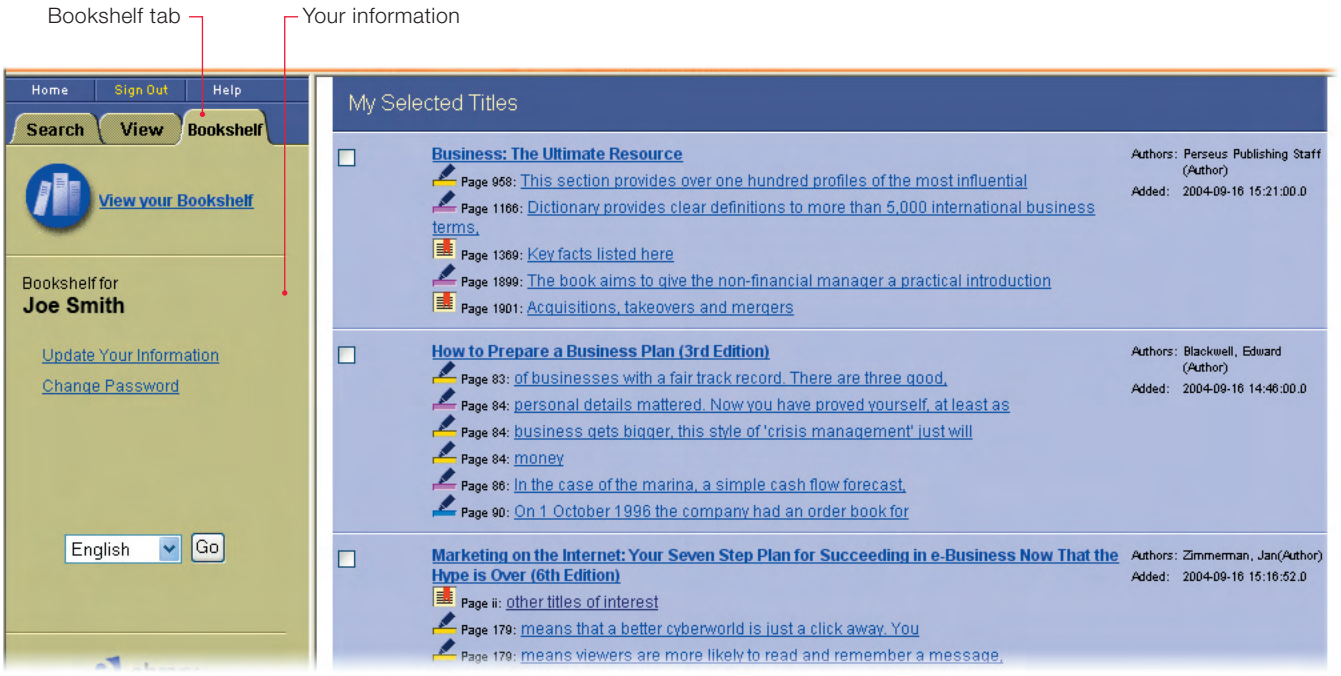
CREATING YOUR PERSONAL BOOKSHELF

We recommend that you create a Personal Bookshelf before getting started with ebrary. Bookshelves allow you to automatically save and manage bookmarks, highlights and annotations as you conduct your research, providing a dynamic archive for future reference. In-depth details about the Bookshelf features are provided on page 21.

To set up a Bookshelf, click on the Bookshelf tab and follow the simple instructions.

You sign log on to your Bookshelf using your user name and password from your library, home office, dorm room, or almost any computer with Internet access.

Note: At some institutions, your Bookshelf will automatically be created for you.


Bookshelf tab
Your information
Home
Sign Out
Help
Search
View
Bookshelf
View your Bookshelf
Bookshelf for
Joe Smith
Update Your Information
Change Password
English
Go
My Selected Titles
Business: The Ultimate Resource
Page 958: This section provides over one hundred profiles of the most influential
Page 1166: Dictionary provides clear definitions to more than 5,000 international business terms,
Page 1369: Key facts listed here
Page 1899: The book aims to give the non-financial manager a practical introduction
Page 1901: Acquisitions, takeovers and mergers
Authors: Perseus Publishing Staff (Author)
Added: 2004-09-16 15:21:00.0
How to Prepare a Business Plan (3rd Edition)
Page 83: of businesses with a fair track record. There are three good,
Page 84: personal details mattered. Now you have proved yourself, at least as
Page 84: business gets bigger, this style of 'crisis management' just will
Page 84: money
Page 86: In the case of the marina, a simple cash flow forecast,
Page 90: On 1 October 1996 the company had an order book for
Authors: Blackwell, Edward (Author)
Added: 2004-09-16 14:46:00.0
Marketing on the Internet: Your Seven Step Plan for Succeeding in e-Business Now That the Hype is Over (6th Edition)
Page ii: other titles of interest
Page 179: means that a better cyberworld is just a click away. You
Page 179: means viewers are more likely to read and remember a message,
Authors: Zimmerman, Jan(Author)
Added: 2004-09-16 15:16:52.0

Title
Bookmark with highlighted text
Annotation with personal note
Business: The Ultimate Resource
Page 958: This section provides over one hundred profiles of the most influential
Page 1166: Dictionary provides clear definitions to more than 5,000 international busin
Page 1369: Key facts listed here

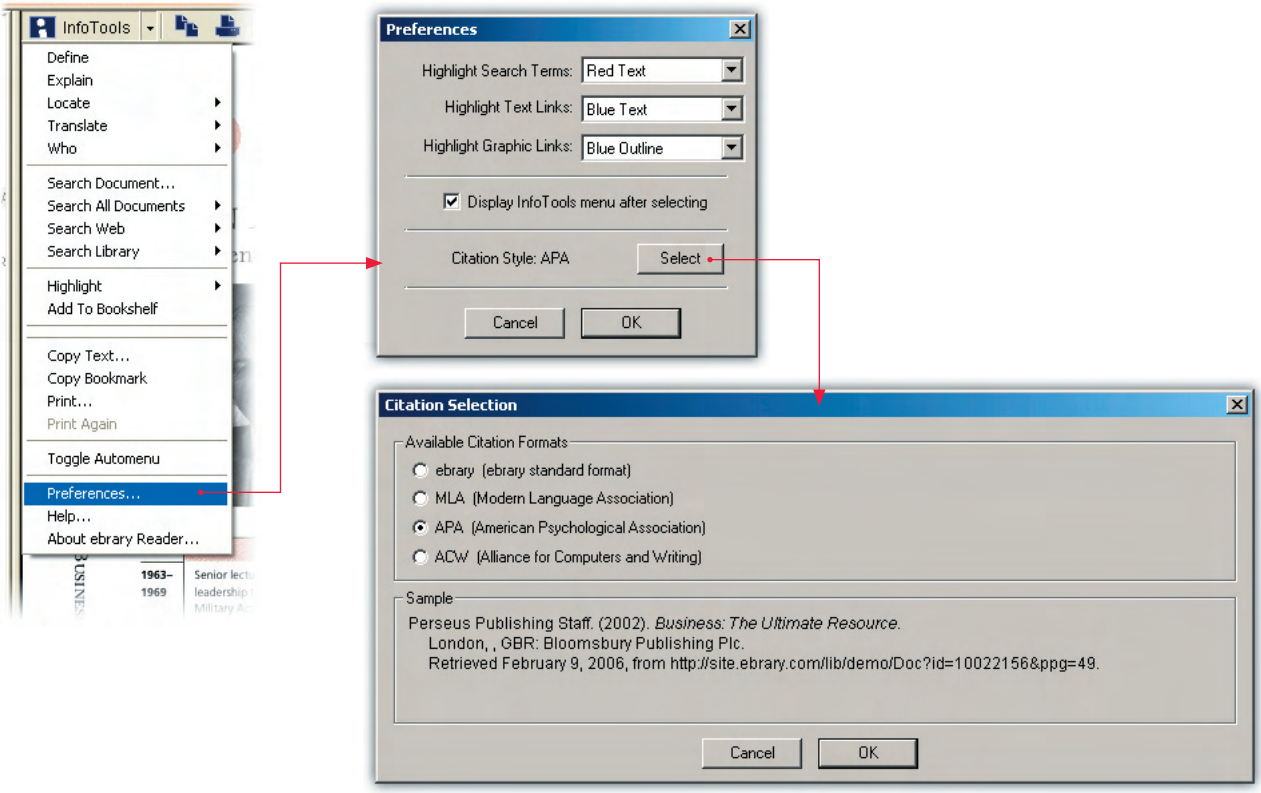
PREFERENCES

This InfoTools menu item allows you to choose how certain ebrary features work and appear.

For example, you may choose among four different citation styles including Modern Language Association (MLA), American Psychological Association (APA), and Alliance for Computers and Writing (ACW). These citations will automatically appear when you copy and paste text or print pages along with a URL back to the source.

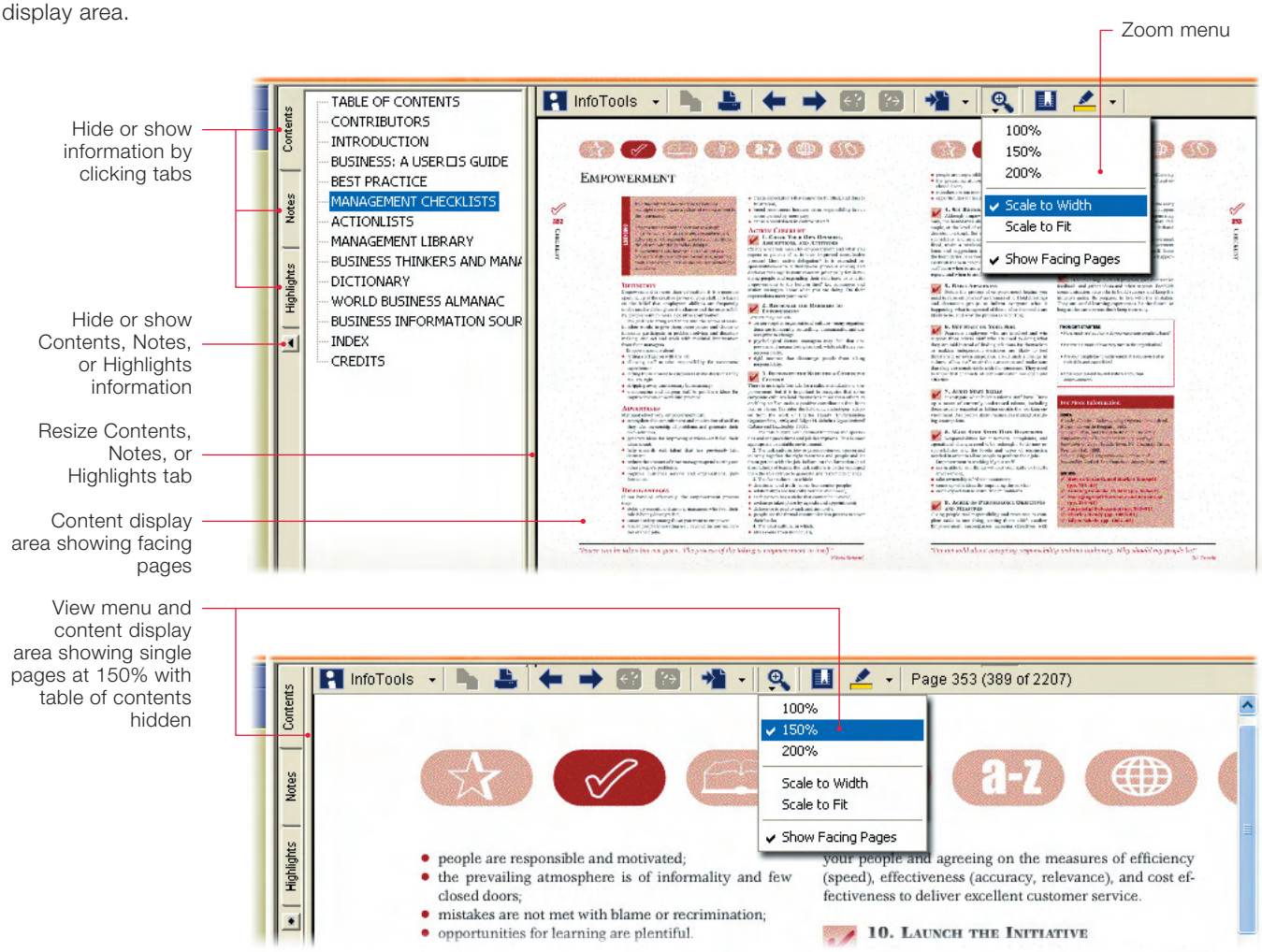
You may also choose to have InfoTools automatically appear (or not) when you select a word or phrase in an ebrary eBook.

Preferences also allow you to determine how search terms, text links, and graphic links appear in the ebrary collection.



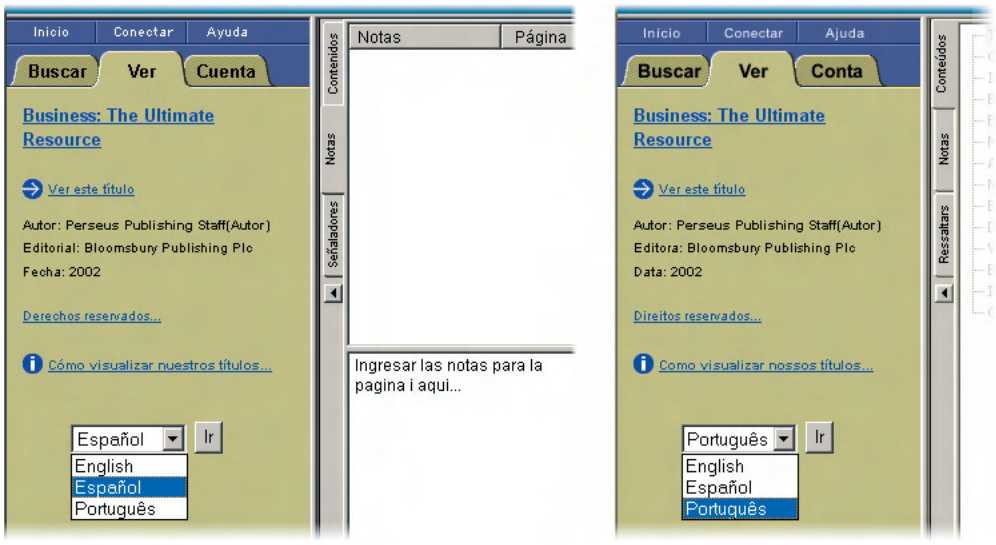
ZOOM AND SCALE

ebrary allows you to customize how you view documents online. From the ebrary Reader Toolbar, you may select different zoom options, choose to view facing pages, and scale to fit or width. You may also alter the viewing screen size by hiding the table of contents in the display area.


Zoom menu
Hide or show information by clicking tabs
Hide or show Contents, Notes, or Highlights information
Resize Contents, Notes, or Highlights tab
Content display area showing facing pages
View menu and content display area showing single pages at 150% with table of contents hidden
Contents
Notes
Highlights
TABLE OF CONTENTS
CONTRIBUTORS
INTRODUCTION
BUSINESS: A USER□S GUIDE
BEST PRACTICE
MANAGEMENT CHECKLISTS
ACTIONLISTS
MANAGEMENT LIBRARY
BUSINESS THINKERS AND MANA
DICTIONARY
WORLD BUSINESS ALMANAC
BUSINESS INFORMATION SOUR
INDEX
CREDITS
InfoTools
100%
150%
200%
Scale to Width
Scale to Fit
Show Facing Pages
Page 353 (389 of 2207)
people are responsible and motivated;
the prevailing atmosphere is of informality and few closed doors;
mistakes are not met with blame or recrimination;
opportunities for learning are plentiful.
your people and agreeing on the measures of efficiency (speed), effectiveness (accuracy, relevance), and cost effectiveness to deliver excellent customer service.
10. Launch the Initiative

LANGUAGES

ebrary's interface is available in English, Spanish, and Portuguese.

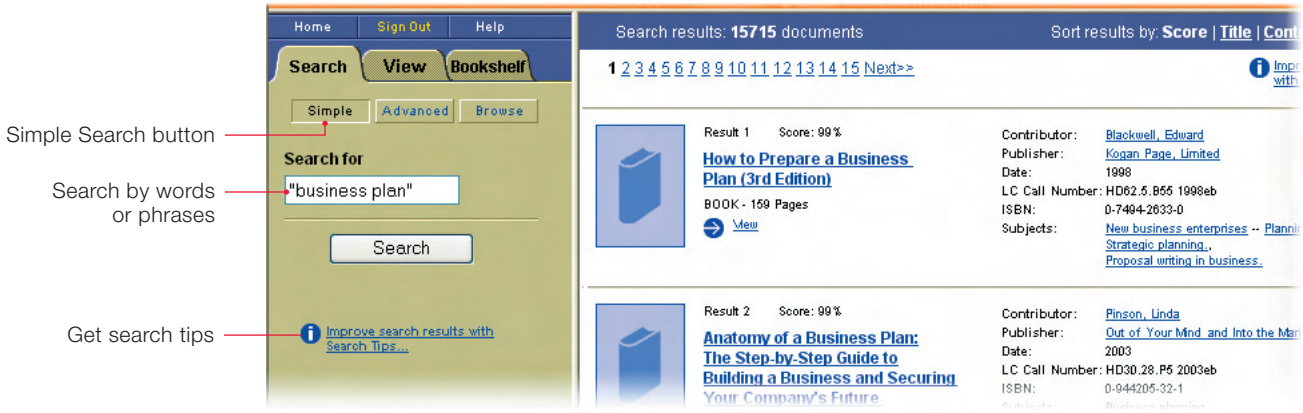


2 Search *and* Browse

SIMPLE SEARCH

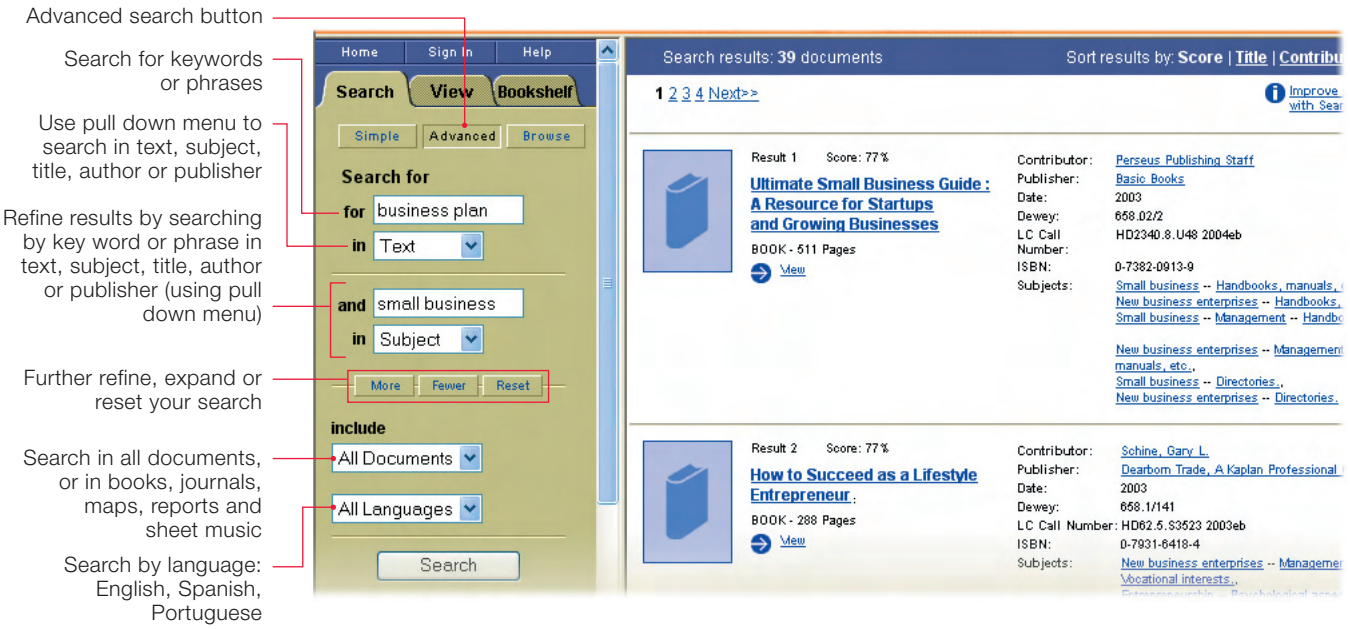
This features searches the full-text, title and subject areas of documents based on key words and phrases.

Note: To search for an exact phrase, you must put the phrase in quotations.



ADVANCED SEARCH

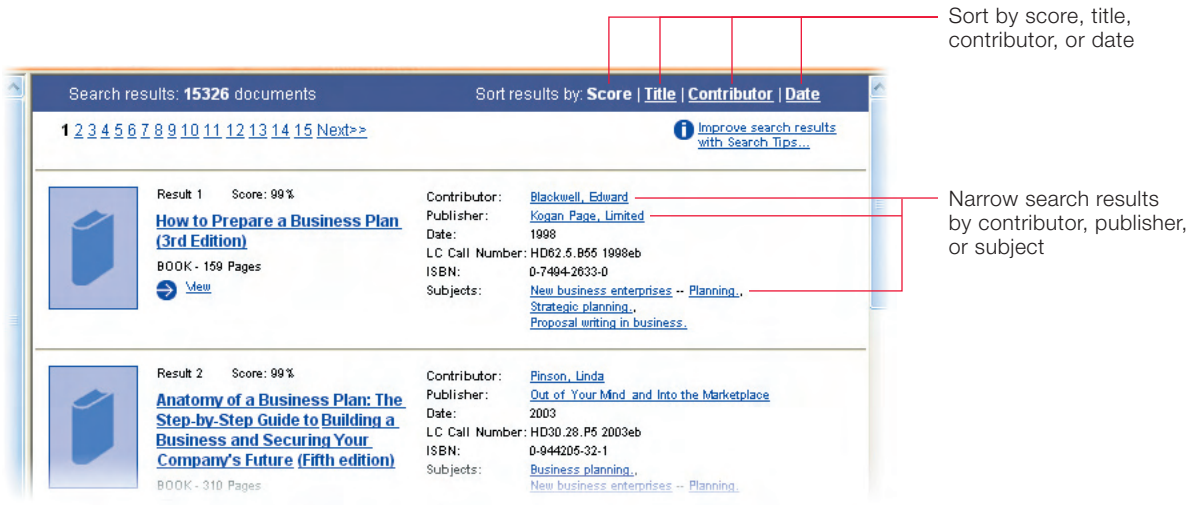
Advanced Search enables you to narrow your search by a number of different parameters.



THE SEARCH RESULTS PAGE

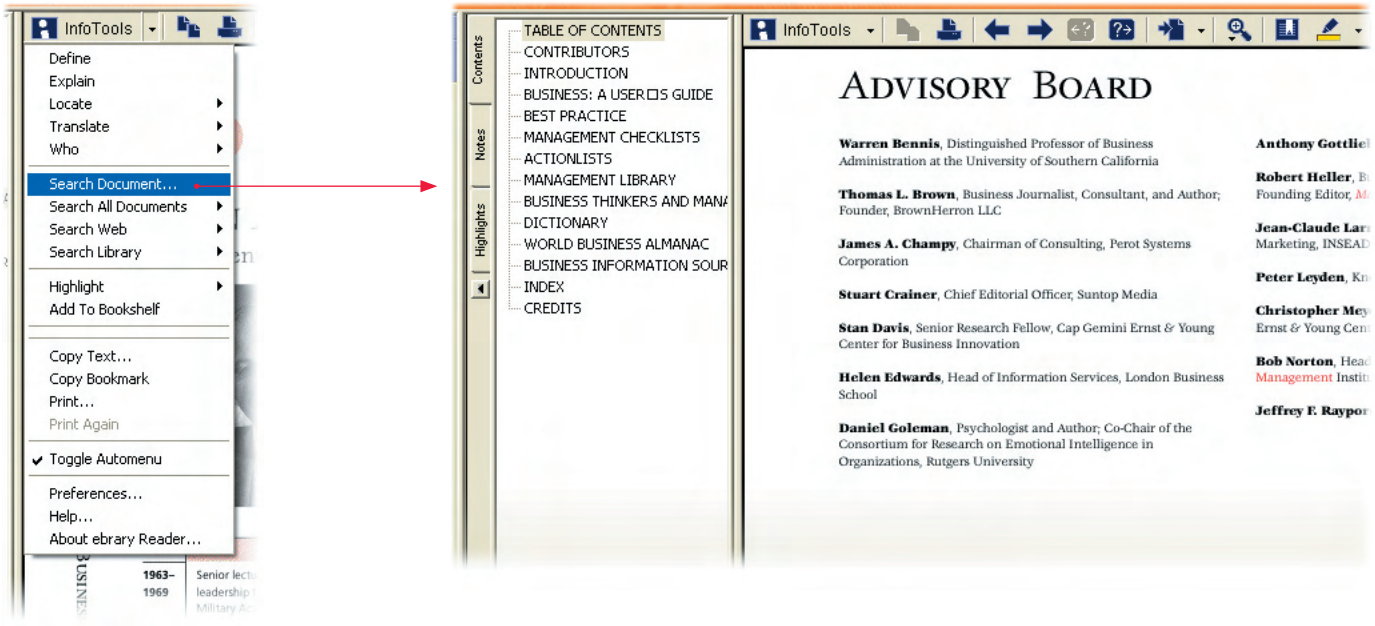
You can further narrow your search directly from within the Search Results Page. Simply click on information pertaining to each document in the search results to narrow your search by contributor (author), subject, or publisher.

Search results can be sorted by score (relevance), title, contributor, or date.


Sort by score, title, contributor, or date
Search results: 15326 documents
Sort results by: Score | Title | Contributor | Date
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 Next>>
Improve search results with Search Tips...
Result 1 Score: 99%
How to Prepare a Business Plan (3rd Edition)
BOOK - 159 Pages
View
Contributor: Blackwell, Edward
Publisher: Kogan Page, Limited
Date: 1998
LC Call Number: HD62.5.B55 1998eb
ISBN: 0-7494-2633-0
Subjects: New business enterprises -- Planning.,
Strategic planning.,
Proposal writing in business.
Result 2 Score: 99%
Anatomy of a Business Plan: The Step-by-Step Guide to Building a Business and Securing Your Company's Future (Fifth edition)
BOOK - 310 Pages
Contributor: Pinson, Linda
Publisher: Out of Your Mind and Into the Marketplace
Date: 2003
LC Call Number: HD30.28.P5 2003eb
ISBN: 0-944205-32-1
Subjects: Business planning.,
New business enterprises -- Planning.
Narrow search results by contributor, publisher, or subject

INFOTOOLS – SEARCH DOCUMENT

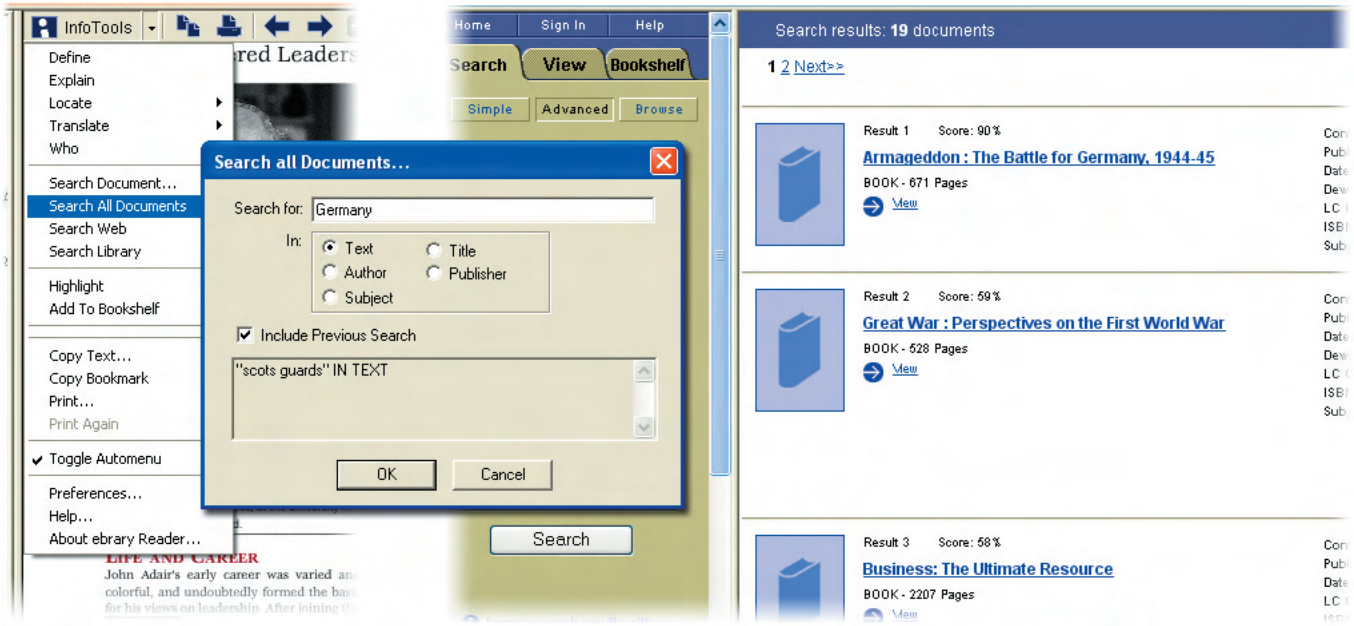
Search Document links you to the first occurrence of selected text or other search term in the current document.



INFOTOOLS – SEARCH ALL DOCUMENTS

Search All Documents searches the entire ebrary collection for selected words in text, subject, title, or publisher. You may also narrow your search results based on your original search term by checking the “Include Previous Search” box.

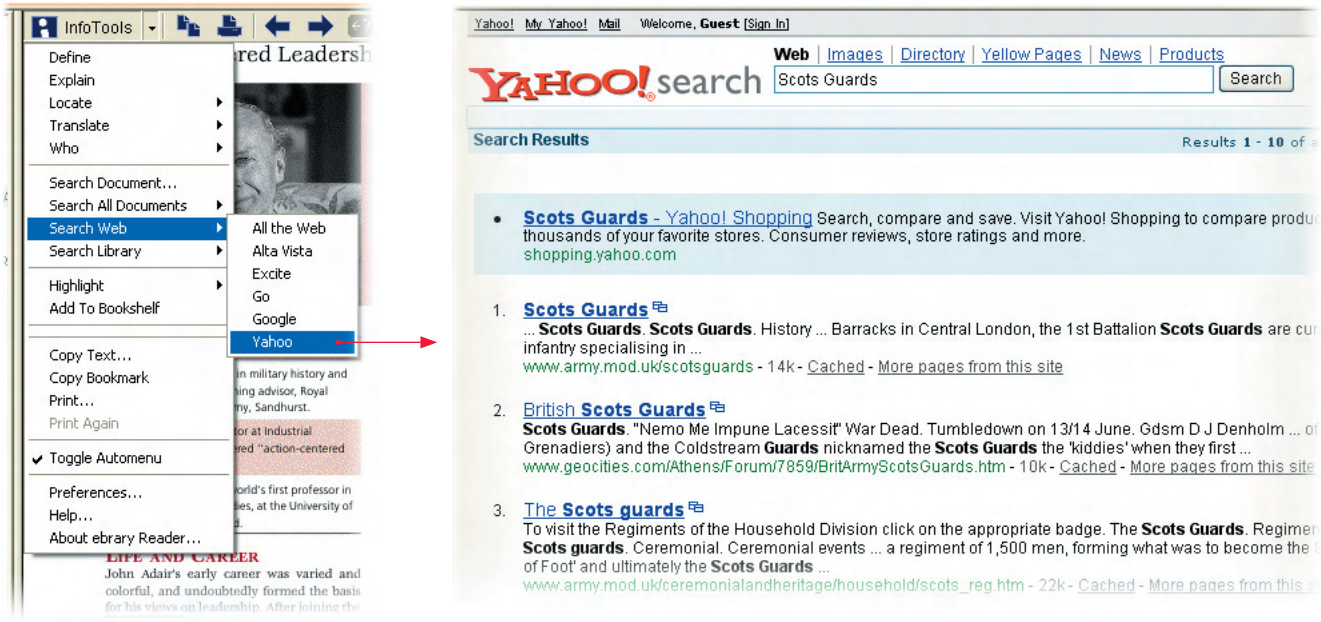
Note: Results appear in new browser window.



INFOTOOLS – SEARCH WEB

Search Web utilizes search engines.

Note: Results appear in new browser window.

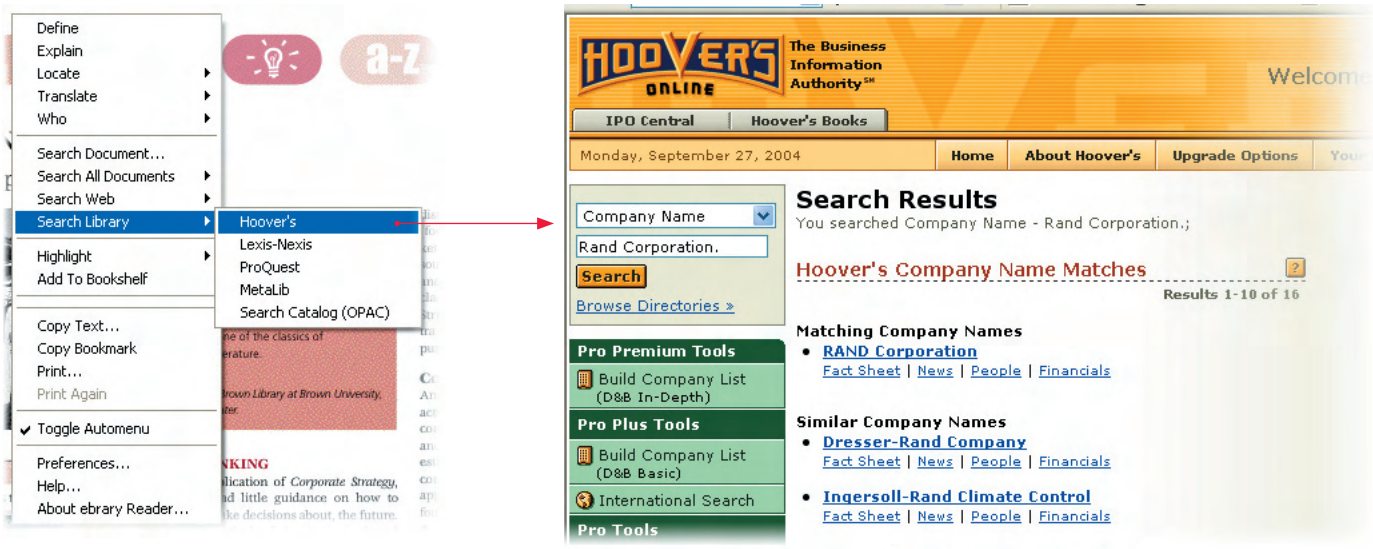

InfoTools
Define
Explain
Locate
Translate
Who
Search Document...
Search All Documents
Search Web
Search Library
Highlight
Add To Bookshelf
Copy Text...
Copy Bookmark
Print...
Print Again
Toggle Automenu
Preferences...
Help...
About ebrary Reader...
All the Web
Alta Vista
Excite
Go
Google
Yahoo
Yahoo! My Yahoo! Mail Welcome, Guest [Sign In]
Web | Images | Directory | Yellow Pages | News | Products
YAHOO! search
Scots Guards
Search
Search Results
Results 1 - 10 of
Scots Guards - Yahoo! Shopping Search, compare and save. Visit Yahoo! Shopping to compare
thousands of your favorite stores. Consumer reviews, store ratings and more.
shopping.yahoo.com
1. Scots Guards
... Scots Guards. Scots Guards. History ... Barracks in Central London, the 1st Battalion Scots Guards are
infantry specialising in ...
www.army.mod.uk/scotsguards - 14k - Cached - More pages from this site
2. British Scots Guards
Scots Guards. "Nemo Me Impune Lacessit" War Dead. Tumbledown on 13/14 June. Gdsm D J Denholm ...
Grenadiers) and the Coldstream Guards nicknamed the Scots Guards the 'kiddies' when they first ...
www.geocities.com/Athens/Forum/7859/BritArmyScotsGuards.htm - 10k - Cached - More pages from this site
3. The Scots guards
To visit the Regiments of the Household Division click on the appropriate badge. The Scots Guards. Regimer
Scots guards. Ceremonial. Ceremonial events ... a regiment of 1,500 men, forming what was to become the
of Foot' and ultimately the Scots Guards ...
www.army.mod.uk/ceremonialandheritage/household/scots_reg.htm - 22k - Cached - More pages from this

INFOTOOLS – SEARCH LIBRARY

Search Library searches other online databases in your library as well as its OPAC (catalog).

Note: Results appear in new browser window.

Note: Integration with other databases may require ebrary Account Management assistance.



BROWSE

ebrary enables you to browse through titles using the Library of Congress Classification System; more specifically, by LC Call Number.

Note: LC Subject areas are not involved in building the Browse tree.

BOOLEAN AND PROXIMITY SEARCH

In addition to full-text searching, ebrary supports Boolean and proximity searches. To initiate a Boolean or proximity search, follow the examples below. Note that the Boolean operators must be in CAPS.

Boolean Search

- "mark twain" AND river – Will return documents containing both the phrase "Mark Twain" and the word river.
- twain AND NOT "mark twain" AND scanner – Will return documents that refer to the scanning term twain, and not the author Mark Twain.
- "paper airplane" OR "paper airplanes" – Will return documents are either singular or plural of that phrase.

Boolean Search Wildcards

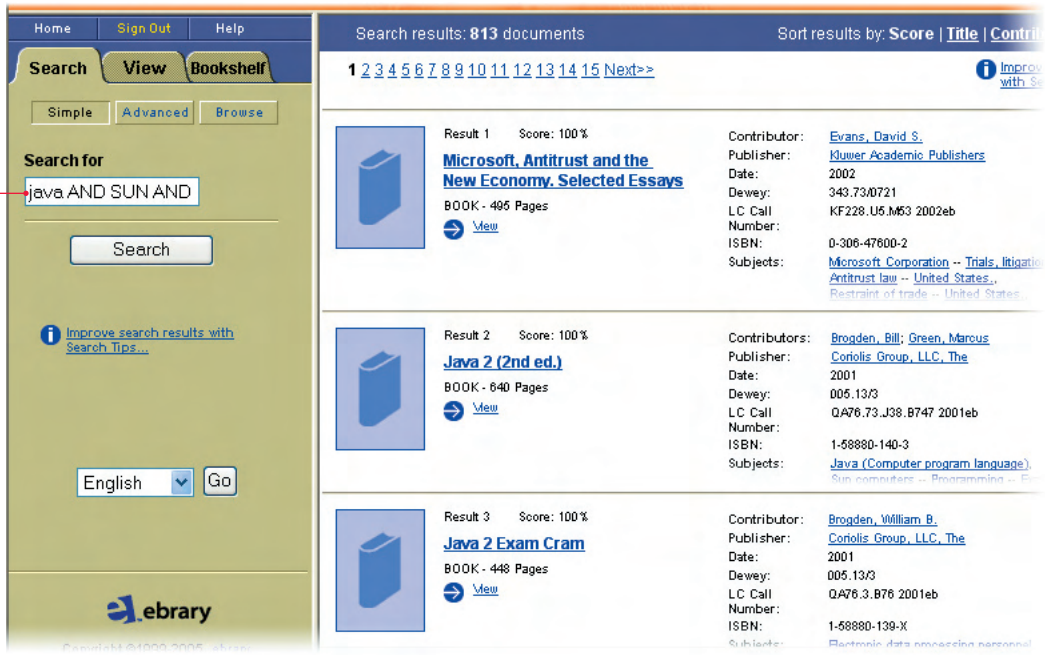
- Single character: BOOLEAN hi? – Will return documents that contain three-letter words beginning with "hi," e.g., "his" or "HIV."
- Multi-character: BOOLEAN hist* – Will return documents that contain words beginning with "hist" regardless of the number of characters that follow the search term, e.g., "history" and "histology."

Note: The term "BOOLEAN" (in CAPS) must be placed in front of the search term in order to make the wildcard search possible.

Proximity Search

- nixon WITHIN-30 mcnamara – Will return documents containing Nixon within 30 words of McNamara.
- business WITHIN-1 strategies –Will return documents that have the words business and strategies together.
- (business OR corporate) WITHIN-1 strategies – This will find documents with either business strategies or corporate strategies in the results.
- Thomas WITHIN-3 Edison – Will return results where Thomas and Edison are within three words of each other in the results.

Boolean search for java AND SUN AND NOT coffee renders the "right" meaning of Java.



3 Navigate *Throughout an* eBook

The ebrary Reader makes it easy to navigate throughout a document, in a number of convenient ways:

- Navigate by Search Term – instantly link to the next or previous occurrence of your search term(s). ebrary highlights every occurrence of your key word or search phrase in every document based upon your initial and advanced search queries.
- Page Flipping – go to next page or previous page.
- Go to a Specific Page.
- Table of Contents – automatically navigate to chapters within a book.
- Notes Pane – go to each page containing your annotations.
- Highlights Pane – jump to all highlighted sections in the current eBook.

a. Go to previous/next page

b. Go to previous/next page containing search results

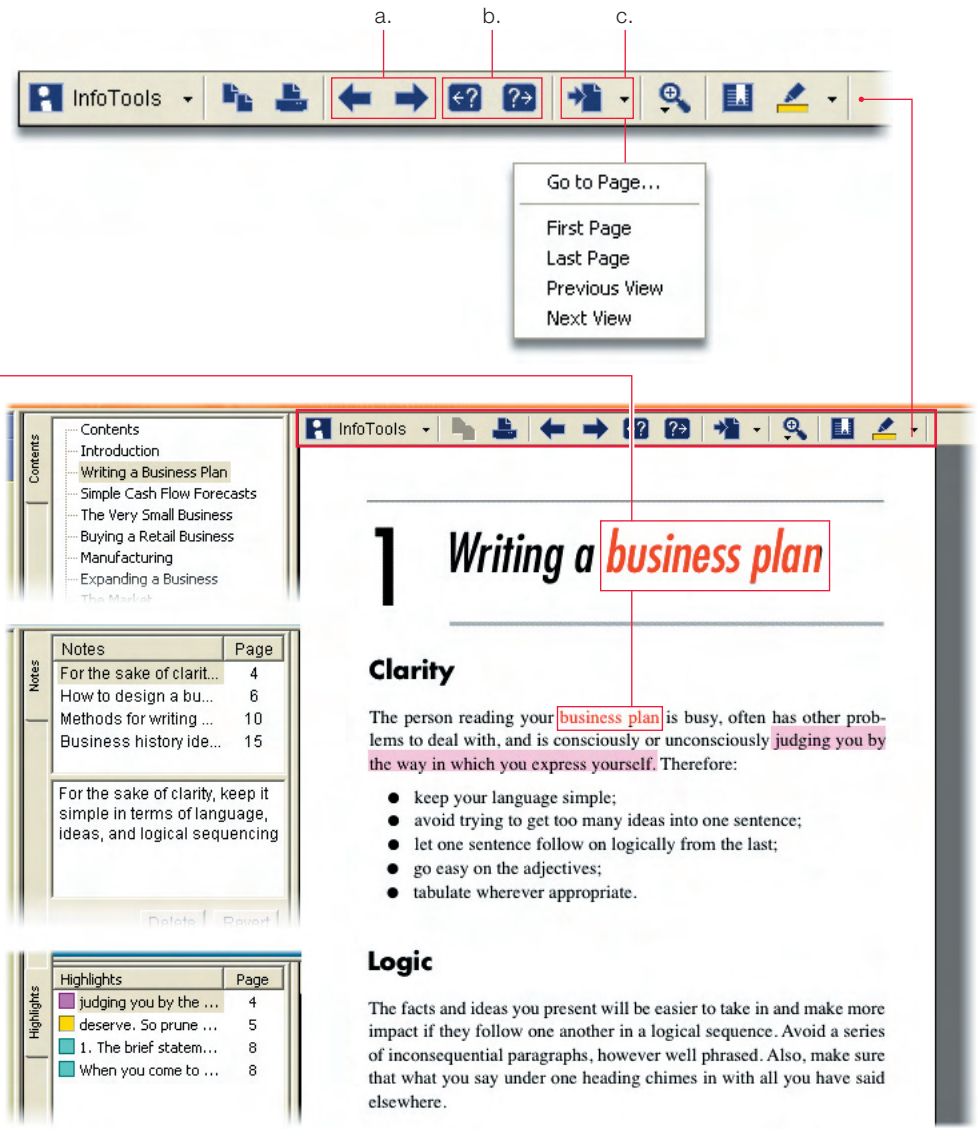
c. Go to page number or viewed pages

Search terms are highlighted throughout the document

Table of contents

Notes Pane

Highlights Pane


a.
b.
c.
InfoTools
Go to Page...
First Page
Last Page
Previous View
Next View
Contents
Introduction
Writing a Business Plan
Simple Cash Flow Forecasts
The Very Small Business
Buying a Retail Business
Manufacturing
Expanding a Business
Notes
Page
For the sake of clarit... 4
How to design a bu... 6
Methods for writing ... 10
Business history ide... 15
For the sake of clarity, keep it simple in terms of language, ideas, and logical sequencing
Highlights
Page
judging you by the ... 4
deserve. So prune ... 5
1. The brief statem... 8
When you come to ... 8
1 Writing a business plan
Clarity
The person reading your business plan is busy, often has other problems to deal with, and is consciously or unconsciously judging you by the way in which you express yourself. Therefore:
keep your language simple;
avoid trying to get too many ideas into one sentence;
let one sentence follow on logically from the last;
go easy on the adjectives;
tabulate wherever appropriate.
Logic
The facts and ideas you present will be easier to take in and make more impact if they follow one another in a logical sequence. Avoid a series of inconsequential paragraphs, however well phrased. Also, make sure that what you say under one heading chimes in with all you have said elsewhere.

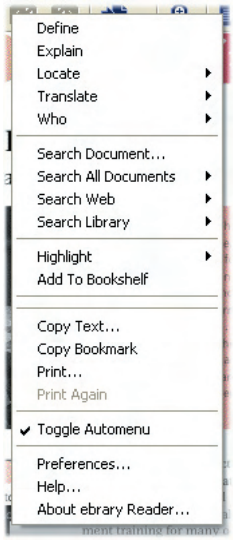
4 InfoTools

ebrary InfoTools enable you to expand your research quickly, easily, and efficiently. Just by highlighting a word or phrase with your mouse, you can instantly link to additional relevant information in your library and on the web without losing your place in the current eBook.

The InfoTools menu can be activated in several ways:

- Select Toggle Automenu on the InfoTools menu or in preferences to have the menu automatically appear when you select words.
- Select text with your mouse then right click.
- Choose the InfoTools pull down menu from the ebrary Reader toolbar.

Within your pop-up blocking software, please allow pop-ups at the site: ebrary.com. Additionally, please ensure cookies are not being blocked by your browser or other security software.



Define – retrieve dictionary definitions for selected term(s)

Explain – retrieve encyclopedia entries for selected term(s)

Locate – retrieve maps related to selected term(s)

Translate to/from French, German, Italian, Spanish, or Portuguese

Who – retrieve addresses, biographies, and bibliographies for the selected term(s)

Search Document – search and retrieve information within the current document for the selected term(s)

Search All Documents – search and retrieve information within all documents in the collection for the selected terms(s)

Search Web – search and retrieve information from the Web (using search engines) for the selected term(s)

Search Library – search and retrieve information through your library's OPAC (catalog) and other databases for the selected term(s)

Highlight text and archive on your Bookshelf for future use

Add to Bookshelf – copy a link to the title onto your Bookshelf for future use

Copy text and paste into Word or any text application, complete with automatic bibliographical citations

Copy Bookmark – copy the URL to specific pages in ebrary. Paste into Word, email or any text application. Paste into your browser and save as a "favorite"

Print pages complete with bibliographical citations

Toggle Automenu – set the InfoTools menu to pop up (or not) after selecting the desired text

Preferences – set your viewing defaults (zoom, facing pages, etc.), highlighting color default, table of contents and menu preferences. Choose among four different citation formats.

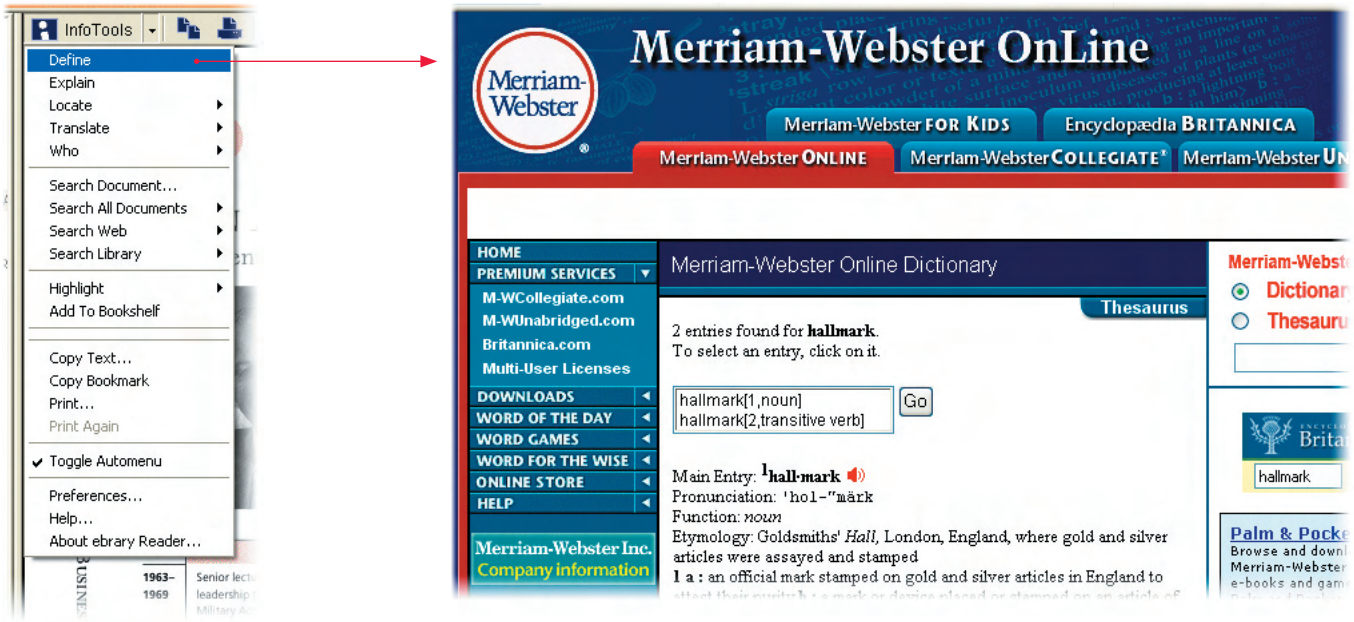
Help – open the Help window

About ebrary Reader – Information about the ebrary Reader

DEFINE

Define links to dictionary definitions.

Notes: This menu item may have been customized by your library to link to a different online resource. Results appear in new browser window.



EXPLAIN

Explain links to encyclopedia entries.

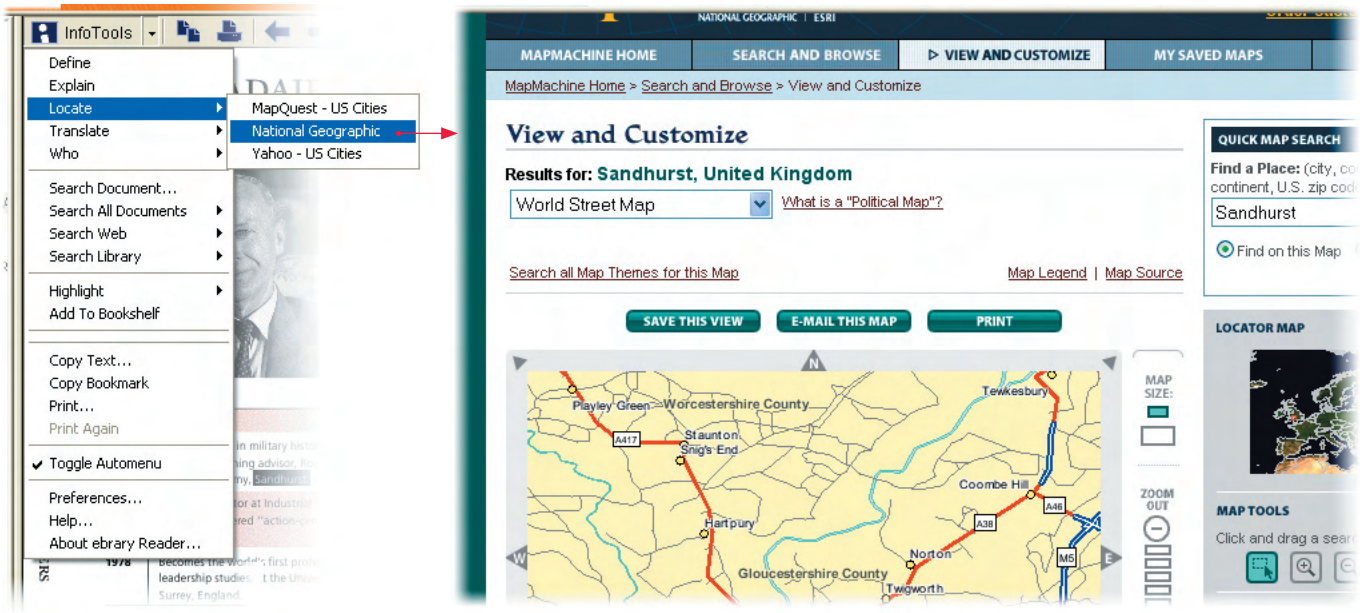
Notes: This menu item may have been customized by your library to link to a different online resource. Results appear in new browser window.

InfoTools
Define
Explain
Locate
Translate
Who
Search Document...
Search All Documents
Search Web
Search Library
Highlight
Add To Bookshelf
Copy Text...
Copy Bookmark
Print...
Print Again
Toggle Automenu
Preferences...
Help...
About ebrary Reader...
ENCYCLOPÆDIA
Britannica Online
Already a member? Log in.
Search: hallmark
Content Related to this Topic
Main Article
Related Articles 2
Images 1
This Article's Table of Contents
Expand all
hallmark
Print this Table of Contents
Shopping
The Britannica Home Library Suite
hallmark
Encyclopædia Britannica Article
Page 1 of 1
FORMAT FOR PRINTING • E-MAIL THIS ARTICLE • CITE THIS ARTICLE
London hallmark, 1810, (left to right) maker's mark of Paul Storr, lion passant, crowned leopard's ...
By courtesy of the Worshipful Company of Goldsmiths
symbol or series of symbols stamped on an article of gold or silver to denote that it conforms to legal standards that define the maximum proportion of base metals that may be alloyed with pure gold or silver for hardening or other purposes; in broader terms, any mark distinguishing source and quality.
In Great Britain the presence of a hallmark on an article indicates...
Members
More results on "hallmark" you join.
Free
For
256 items
Free
For

LOCATE

Locate links to maps.

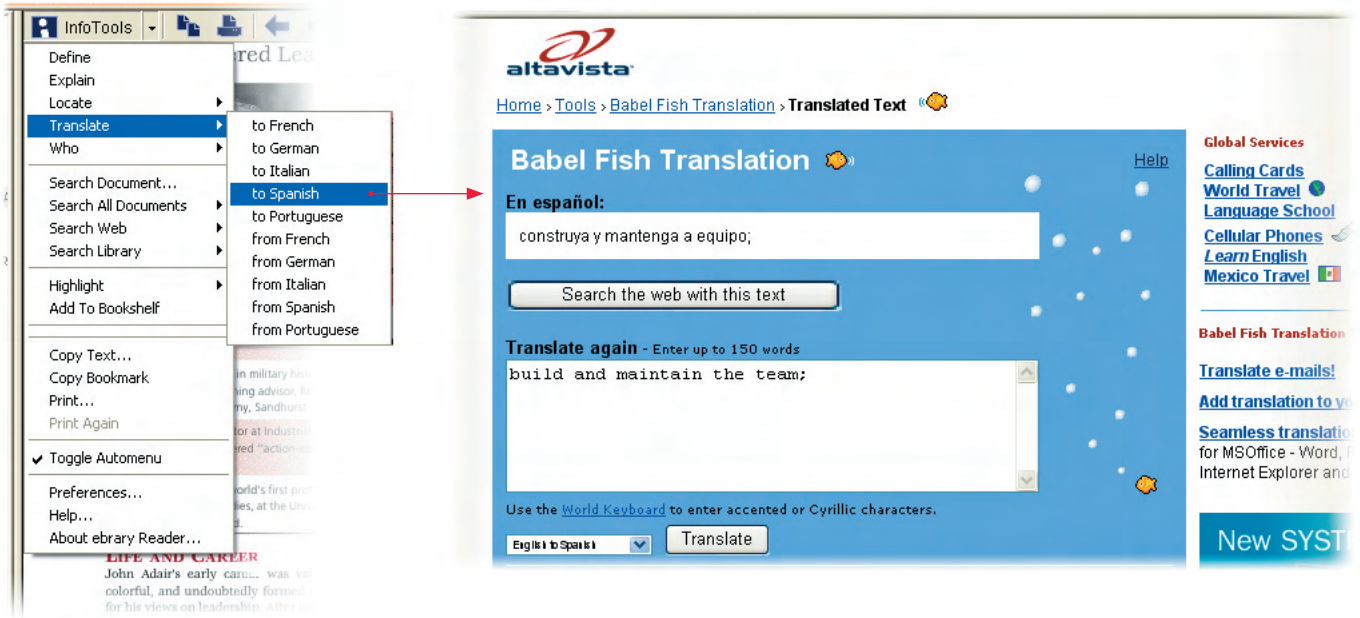
Notes: This menu item may have been customized by your library to link to a different online resource. Results appear in new browser window.



TRANSLATE

Translate links to translations in multiple languages.

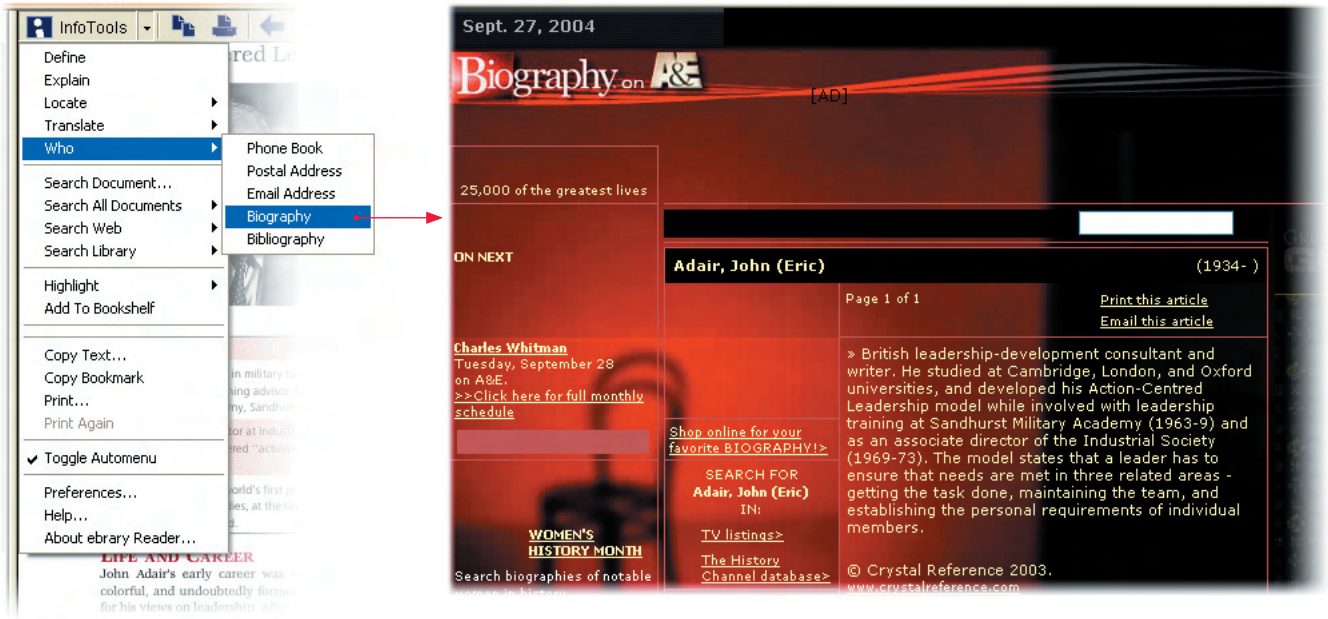
Notes: This menu item may have been customized by your library to link to a different online resource. Results appear in new browser window.



WHO

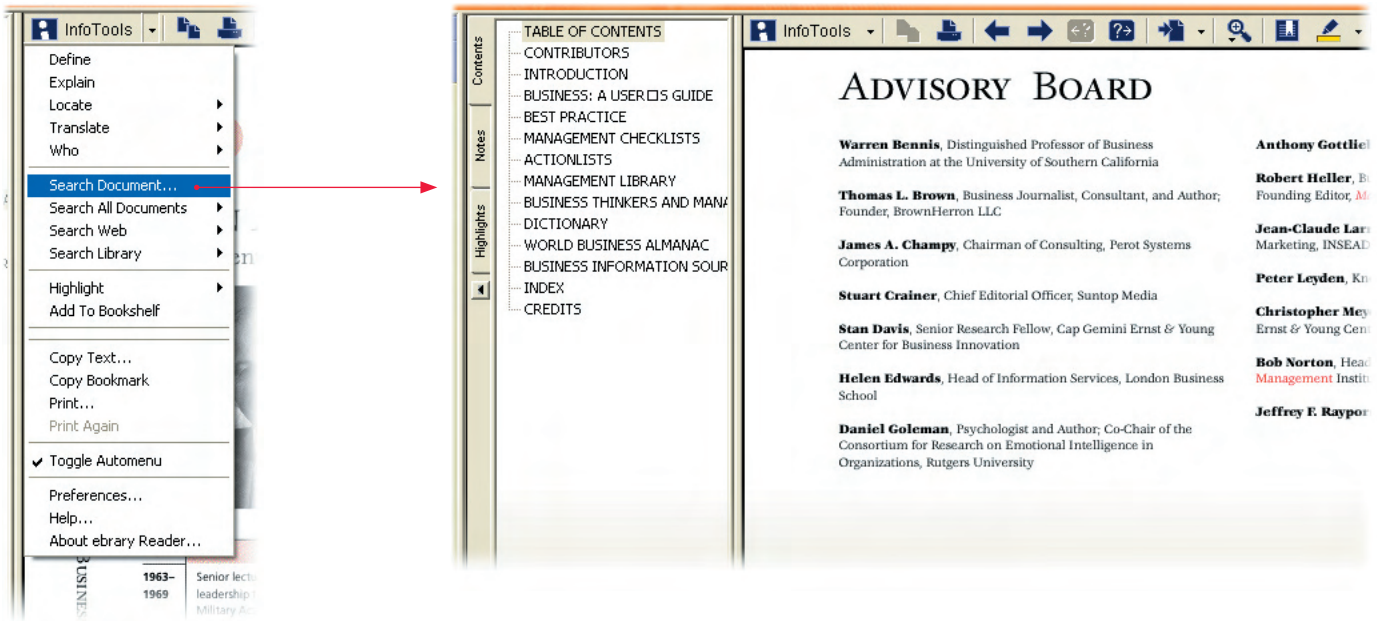
Who links to bibliographical information and addresses.

Notes: This menu item may have been customized by your library to link to a different online resource. Results appear in new browser window.



SEARCH DOCUMENT

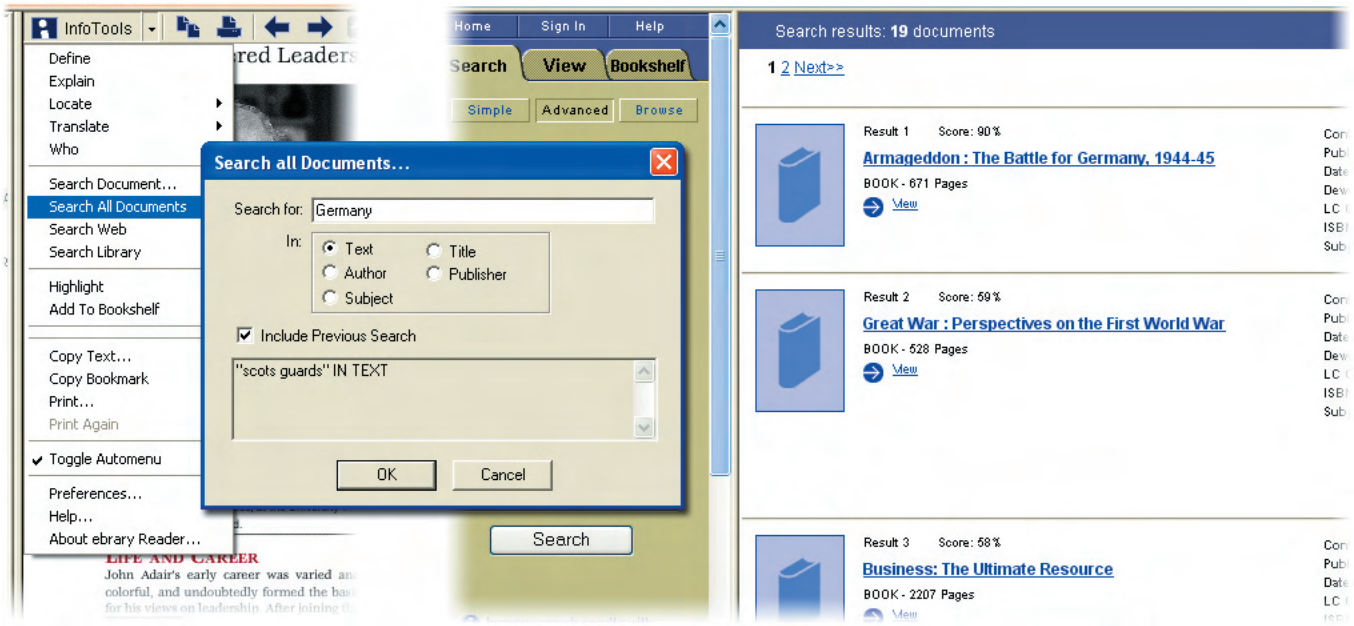
Search Document links you to the first occurrence of a search term in the current document.



SEARCH ALL DOCUMENTS

Search All Documents searches the entire ebrary collection for selected words in text, subject, title, or publisher. You may also narrow your search results based on your original search term by checking the “Include Previous Search” box.

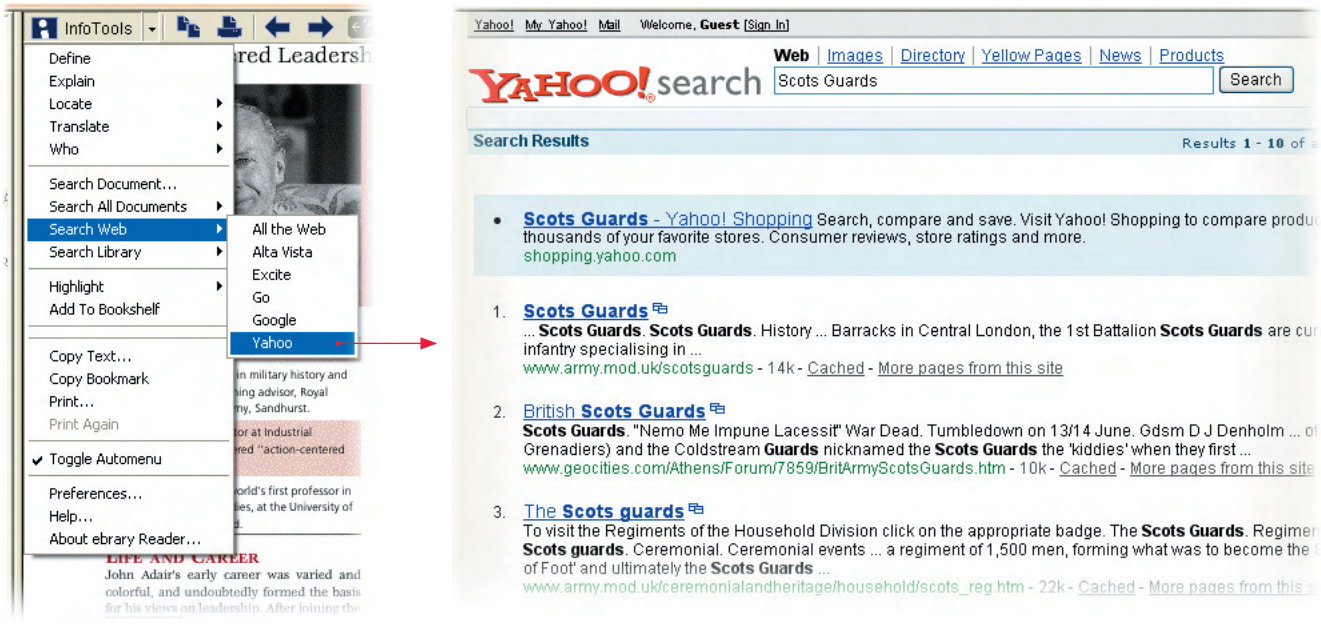
Note: Results appear in new browser window.



SEARCH WEB

Search Web utilizes search engines.

Notes: This menu item may have been customized by your library to link to a different online resource. Results appear in new browser window.

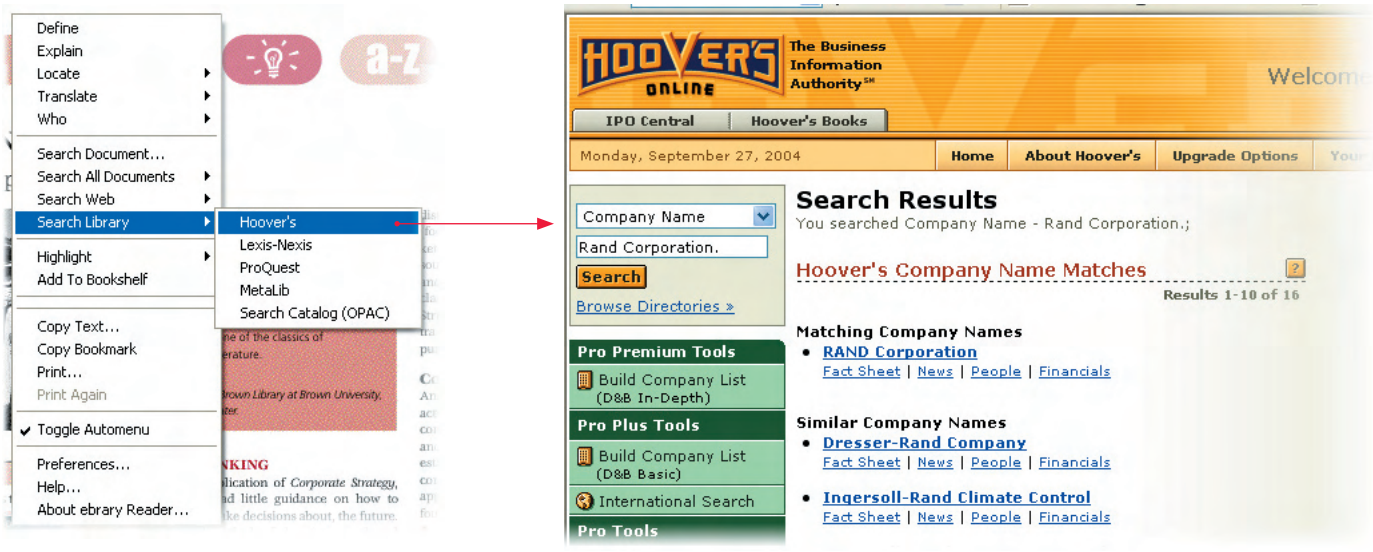

InfoTools
Define
Explain
Locate
Translate
Who
Search Document...
Search All Documents
Search Web
Search Library
Highlight
Add To Bookshelf
Copy Text...
Copy Bookmark
Print...
Print Again
Toggle Automenu
Preferences...
Help...
About ebrary Reader...
All the Web
Alta Vista
Excite
Go
Google
Yahoo
Yahoo! My Yahoo! Mail Welcome, Guest [Sign In]
Web Images Directory Yellow Pages News Products
YAHOO! search
Scots Guards
Search
Search Results
Scots Guards - Yahoo! Shopping Search, compare and save. Visit Yahoo! Shopping to compare produ
thousands of your favorite stores. Consumer reviews, store ratings and more.
shopping.yahoo.com
1. Scots Guards
... Scots Guards. Scots Guards. History ... Barracks in Central London, the 1st Battalion Scots Guards are cu
infantry specialising in ...
www.army.mod.uk/scotsguards - 14k - Cached - More pages from this site
2. British Scots Guards
Scots Guards. "Nemo Me Impune Lacessit" War Dead. Tumbledown on 13/14 June. Gdsm D J Denholm ... o
Grenadiers) and the Coldstream Guards nicknamed the Scots Guards the 'kiddies' when they first ...
www.geocities.com/Athens/Forum/7859/BritArmyScotsGuards.htm - 10k - Cached - More pages from this site
3. The Scots guards
To visit the Regiments of the Household Division click on the appropriate badge. The Scots Guards. Regimer
Scots guards. Ceremonial. Ceremonial events ... a regiment of 1,500 men, forming what was to become the
of Foot' and ultimately the Scots Guards ...
www.army.mod.uk/ceremonialandheritage/household/scots_reg.htm - 22k - Cached - More pages from this

SEARCH LIBRARY

Search Library searches other online databases in your library as well as its OPAC (catalog).

Notes: This menu item may have been customized by your library to link to a different online resource. Results appear in new browser window.

Note: Integration with databases may require ebrary account management assistance.



HIGHLIGHTING

See “Highlighting” on page 22.

ADD TO BOOKSHELF

See “Add to Bookshelf” on page 23.

COPY TEXT

See “Copying and Printing with Automatic Citations” on page 25.

COPY BOOKMARK

See “Copy Bookmark” on page 24.

PRINT

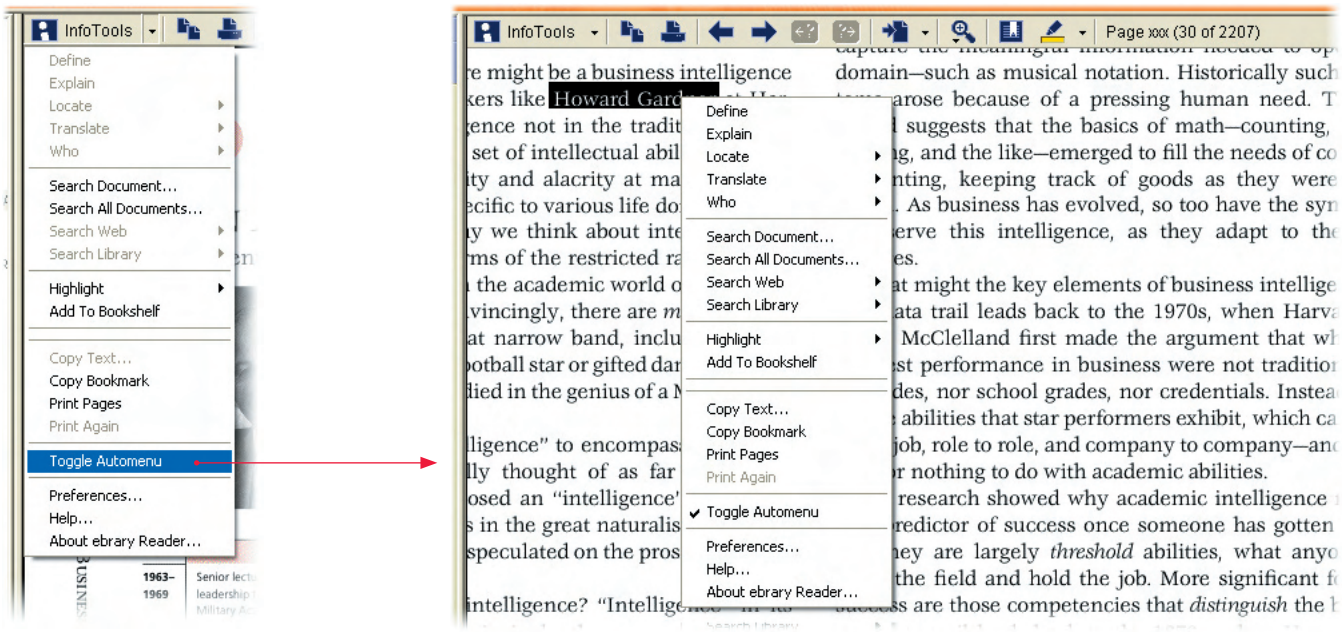
See “Copying and Printing with Automatic Citations” on page 25.

PRINT AGAIN

See “Copying and Printing with Automatic Citations” on page 25.

TOGGLE AUTOMENU

By selecting Toggle Automenu, the InfoTools menu will automatically pop up when you select a word or phrase. To turn off Toggle Automenu, simply select it again. Toggle Automenu may also be specified using Preferences.



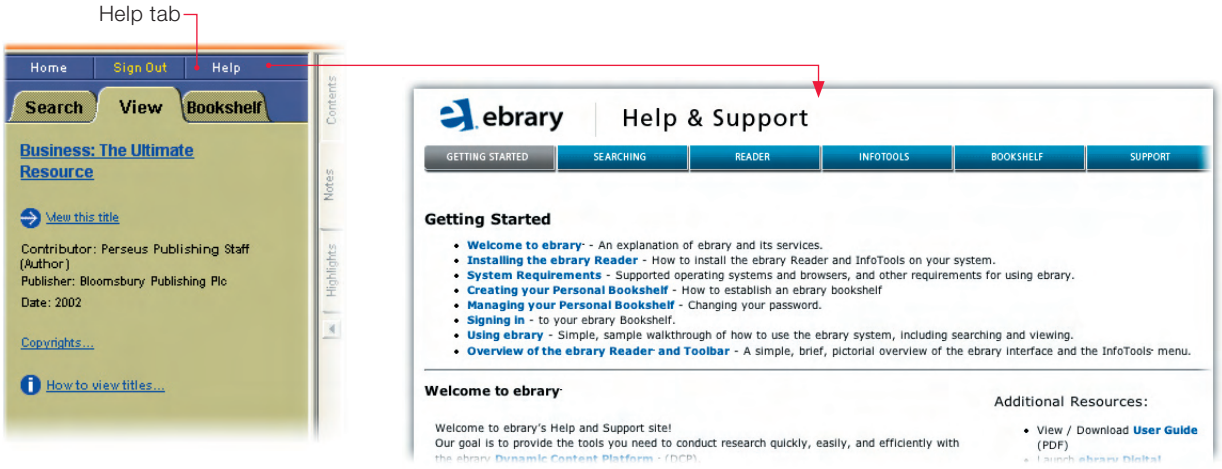
PREFERENCES

See “Getting Started” on page 6.

HELP

ebrary offers an extensive online Help Desk. Simply click on the Help tab for details on using the ebrary system and troubleshooting.

To access the Help Desk, click on the Help tab.


Help tab
Home
Sign Out
Help
Search
View
Bookshelf
Business: The Ultimate Resource
View this title
Contributor: Perseus Publishing Staff (Author)
Publisher: Bloomsbury Publishing Plc
Date: 2002
Copyrights...
How to view titles...
ebrary
Help & Support
GETTING STARTED
SEARCHING
READER
INFOTOOLS
BOOKSHELF
SUPPORT
Getting Started
Welcome to ebrary - An explanation of ebrary and its services.
Installing the ebrary Reader - How to install the ebrary Reader and InfoTools on your system.
System Requirements - Supported operating systems and browsers, and other requirements for using ebrary.
Creating your Personal Bookshelf - How to establish an ebrary bookshelf
Managing your Personal Bookshelf - Changing your password.
Signing in - to your ebrary Bookshelf.
Using ebrary - Simple, sample walkthrough of how to use the ebrary system, including searching and viewing.
Overview of the ebrary Reader and Toolbar - A simple, brief, pictorial overview of the ebrary interface and the InfoTools menu.
Welcome to ebrary
Welcome to ebrary's Help and Support site!
Our goal is to provide the tools you need to conduct research quickly, easily, and efficiently with
Additional Resources:
View / Download User Guide (PDF)

5 Archiving

ebrary offers a number of capabilities that allow you to easily and efficiently save and manage your research.

PERSONAL BOOKSHELVES

As mentioned previously in this guide, we suggest that you set up a Personal Bookshelf before you get started using ebrary's Reader and accessing our content.

This feature enables you to create a dynamic archive of bookmarks, highlights, and annotations as you conduct your research. Information in your Bookshelf can be stored online, and/or printed and saved in a physical archive. To create a Bookshelf, just click on the "Bookshelf" tab.

Your Personal Bookshelf is password protected, and can be accessed from any computer with Internet access. Items archived on your Bookshelf can be removed at any time.

Bookshelf tab
Your information
Home
Sign Out
Help
Search
View
Bookshelf
View your Bookshelf
Bookshelf for
Joe Smith
Update Your Information
Change Password
English
Go
My Selected Titles
Business: The Ultimate Resource
Page 958: This section provides over one hundred profiles of the most influential
Page 1166: Dictionary provides clear definitions to more than 5,000 international business terms.
Page 1369: Key facts listed here
Page 1899: The book aims to give the non-financial manager a practical introduction
Page 1901: Acquisitions, takeovers and mergers
Authors: Perseus Publishing Staff (Author)
Added: 2004-09-16 15:21:00.0
How to Prepare a Business Plan (3rd Edition)
Page 83: of businesses with a fair track record. There are three good,
Page 84: personal details mattered. Now you have proved yourself, at least as
Page 84: business gets bigger, this style of 'crisis management' just will
Page 84: money
Page 86: In the case of the marina, a simple cash flow forecast,
Page 90: On 1 October 1996 the company had an order book for
Authors: Blackwell, Edward (Author)
Added: 2004-09-16 14:46:00.0
Marketing on the Internet: Your Seven Step Plan for Succeeding in e-Business Now That the Hype is Over (6th Edition)
Page ii: other titles of interest
Page 179: means that a better cyberworld is just a click away. You
Page 179: means viewers are more likely to read and remember a message.
Authors: Zimmerman, Jan(Author)
Added: 2004-09-16 15:16:52.0
Title
Bookmark with highlighted text
Annotation with personal note
Business: The Ultimate Resource
Page 958: This section provides over one hundred profiles of the most influential
Page 1166: Dictionary provides clear definitions to more than 5,000 international busin
Page 1369: Key facts listed here

HIGHLIGHTING

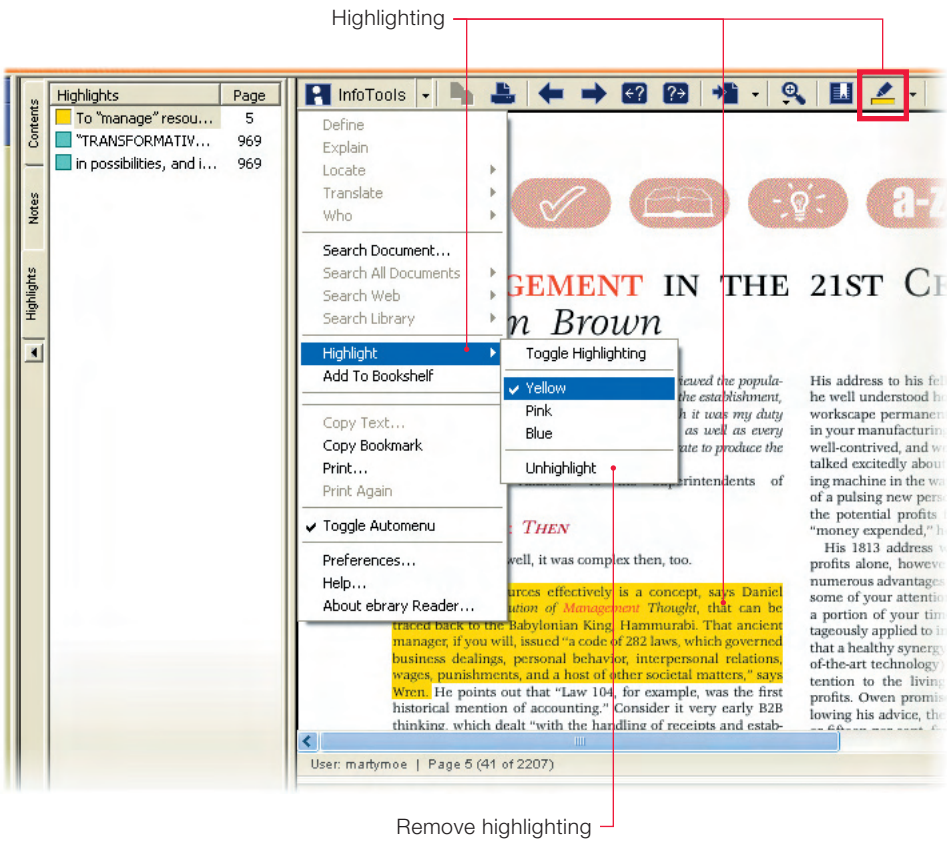
ebrary gives you the ability to highlight text in three different colors: yellow, pink and blue. Highlights are automatically stored on your Personal Bookshelf, which provides an archive of all of your highlights in any number of eBooks.

Additionally, highlights for just the current document are stored in the highlights pane.

To highlight, select text with your mouse, then choose “Highlight” from the InfoTools menu or ebrary Reader toolbar.

To remove highlighting, select “unhighlight” from the InfoTools menu.

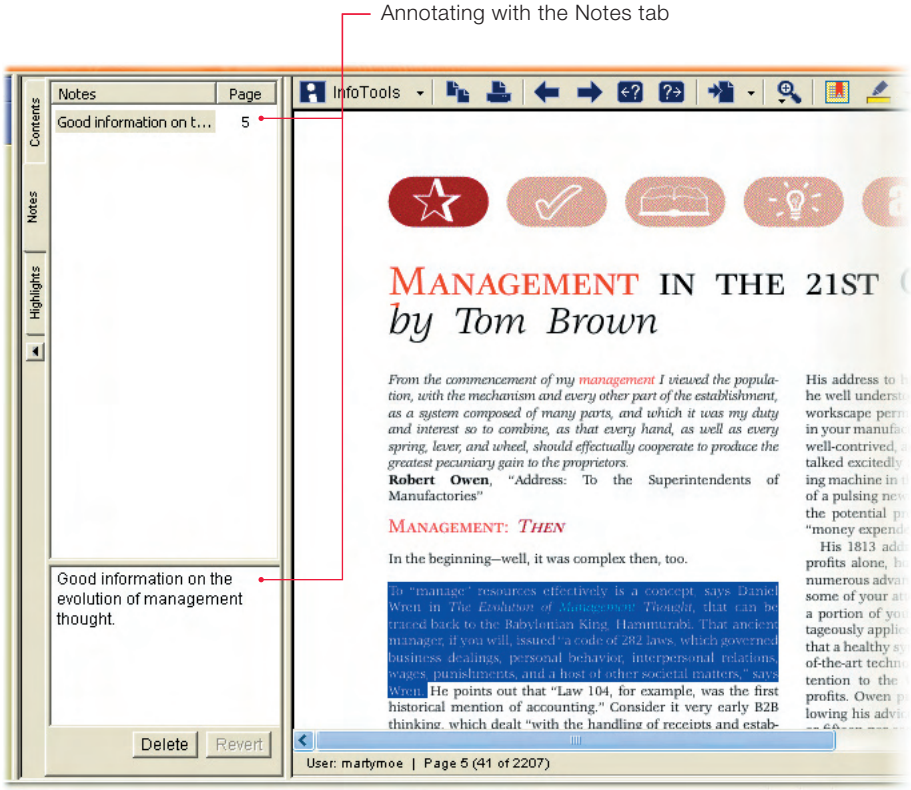
Note: You must be signed in to your Personal Bookshelf in order to create and save highlights.



ANNOTATING

With ebrary, you can take notes along side a page and automatically save links to them on your Bookshelf for future reference.

Note: You will need to sign in to your Bookshelf in order to create and save notes.



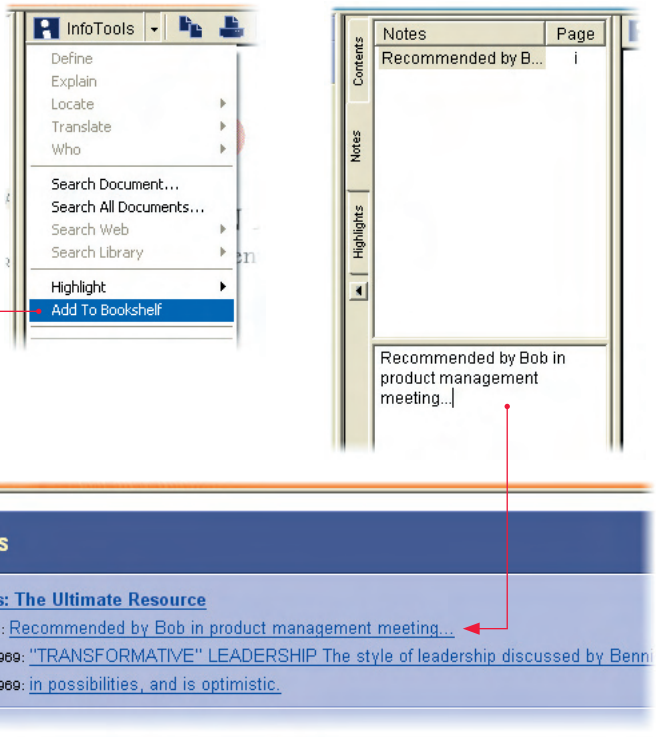
ADD TO BOOKSHELF

This feature saves a link to a book on your Personal Bookshelf.

ADD/EDIT BOOKMARK

This feature allows you to save a bookmark to a specific page on your Personal Bookshelf and enter or edit a corresponding note.

You may also add a bookmark and take notes using the Notes Tab.

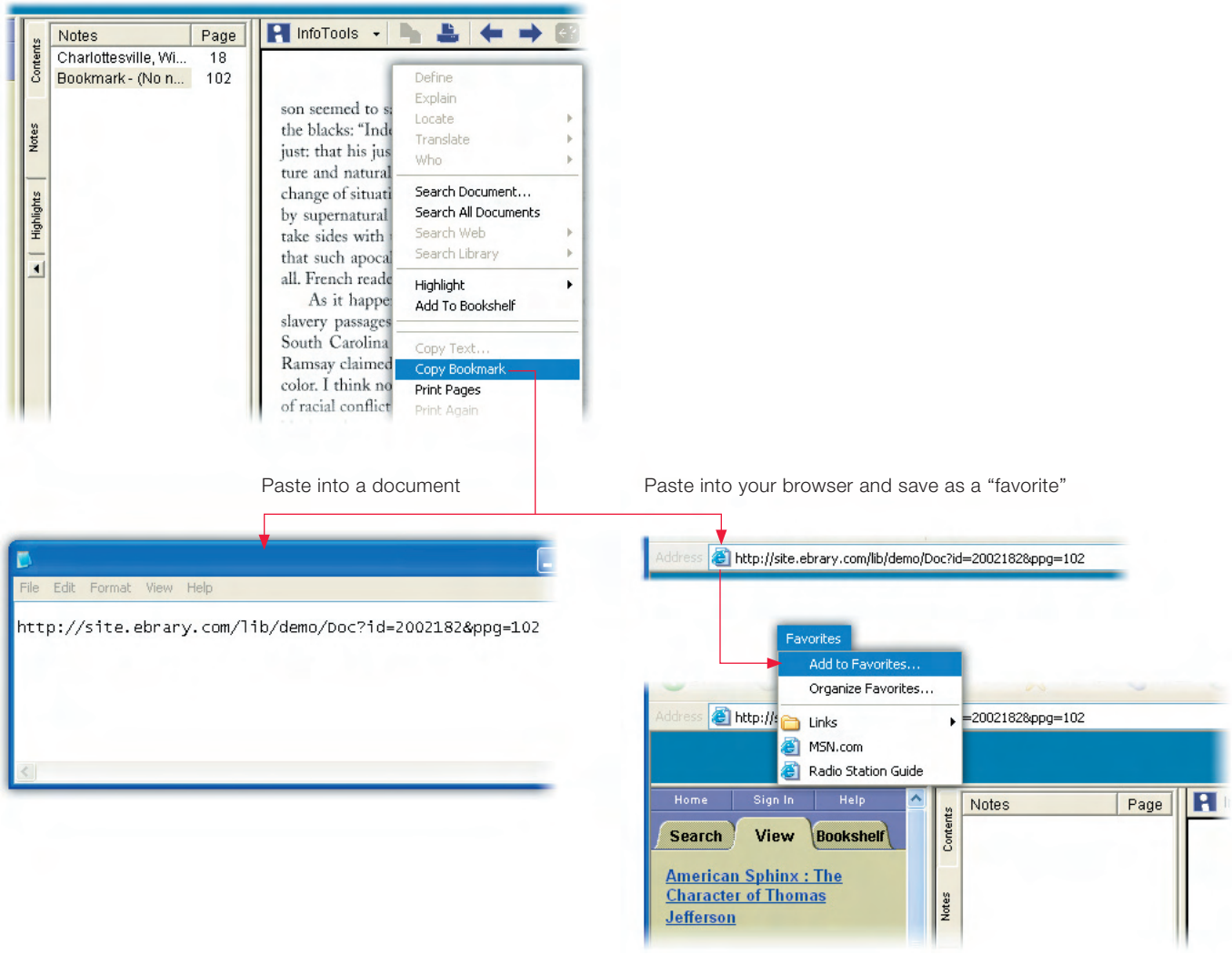


COPY BOOKMARK

Copy Bookmark allows you to copy a simple URL to an exact page in an ebrary document as you conduct your research. These URLs can be pasted into any application such as Word or email. You can also paste them into your browser and save as a browser “bookmark” or “favorite.”

Note: If you copy the URL that appears in your browser instead of using Copy Bookmark, it will only link to the first page containing your original your search results. For example, if the first occurrence of your original search term is on page 15, then you flip to page 30, you will need to use the Copy Bookmark feature to copy a URL to page 30. Copying the URL in your browser will link to page 15.

Note: Microsoft Word requires you to put your cursor at the end of the URL, then hit “enter” to create a hyperlink.



6 Copying *and* Printing *with Automatic Citations*

CUSTOMIZED CITATIONS

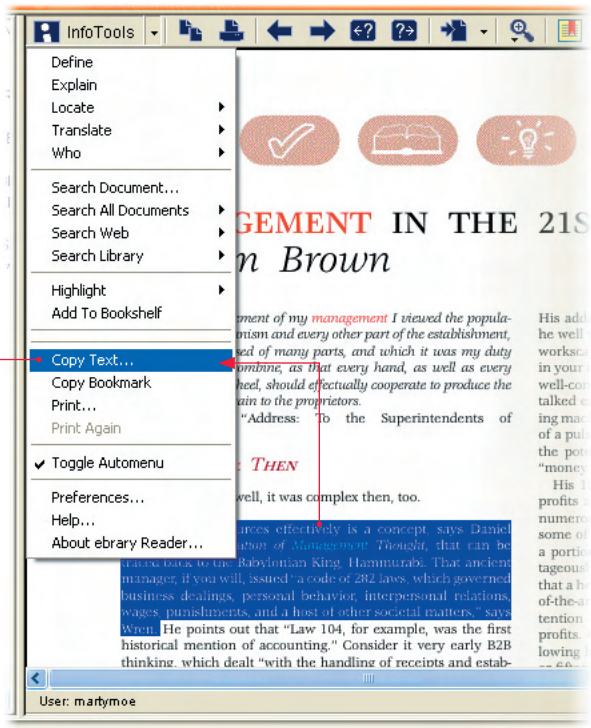
ebrary allows you to copy and paste text into any text editor such as Microsoft Word. You can also print pages from the ebrary Reader.

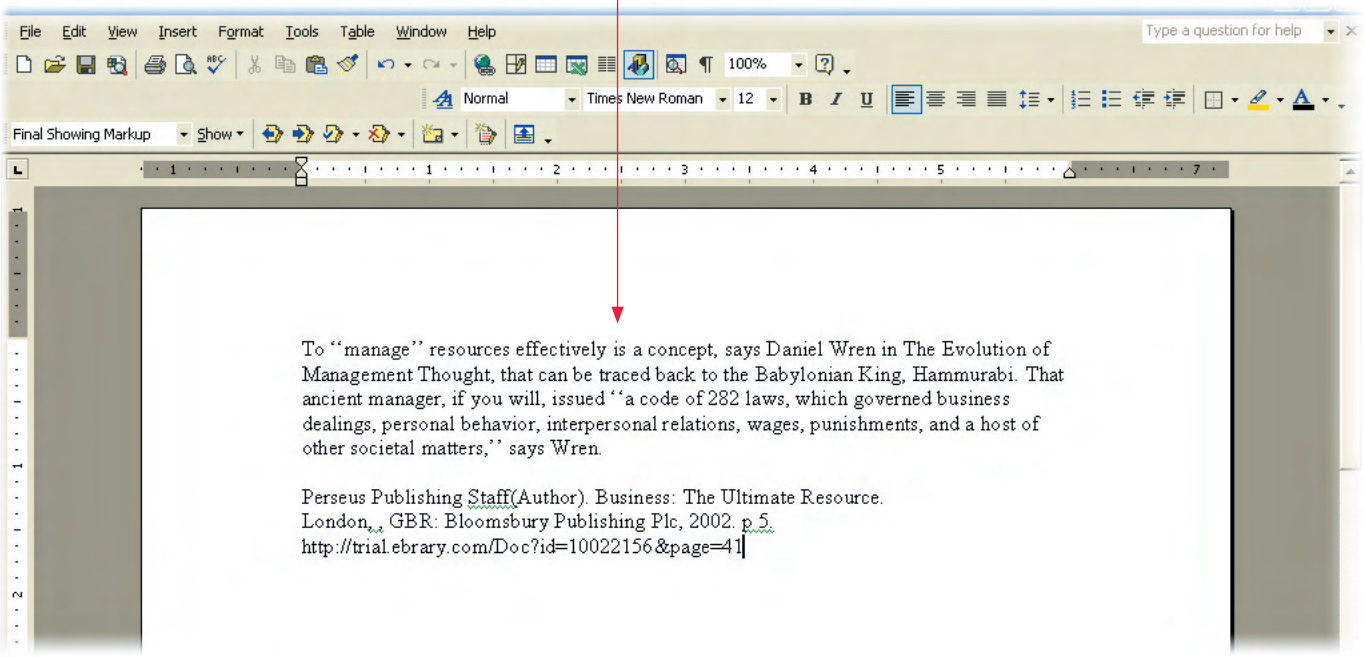
Please note that you are still required to adhere to Fair Use and Copyright laws. For more information, contact ebrary Customer Support.

ebrary allows you to choose among four different citation styles: Modern Language Association (MLA), American Psychological Association (APA), and Alliance for Computers and Writing (ACW). These citations will automatically appear when you copy and paste text or print pages along with a URL back to the source.

To select a citation style, go to preferences on the InfoTools menu, then select Citation Style.

Note: Microsoft Word requires you to put your cursor at the end of the URL, then hit "enter" to create a hyperlink.




File Edit View Insert Format Tools Table Window Help
Type a question for help
Normal
Times New Roman
12
Final Showing Markup
Show
To "manage" resources effectively is a concept, says Daniel Wren in The Evolution of Management Thought, that can be traced back to the Babylonian King, Hammurabi. That ancient manager, if you will, issued "a code of 282 laws, which governed business dealings, personal behavior, interpersonal relations, wages, punishments, and a host of other societal matters," says Wren.
Perseus Publishing Staff(Author). Business: The Ultimate Resource. London,, GBR: Bloomsbury Publishing Plc, 2002. p 5.
http://trial.ebrary.com/Doc?id=10022156&page=41

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- Some publishers also place limitations on the number of pages that can be viewed.

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Palo Alto, CA 94306
www.ebrary.com

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